



The Army Engineer Association

PO Box 634 Fort Leonard Wood, MO 65473

Phone: 573-329-6678 Fax: 573-329-3203 email: flw@armyengineer.com

www.armyengineer.com

26 September 2017

SUBJECT: 2018 AEA Industry Vendor Exhibition

Dear Industry Executive,

The Army Engineer Association will host the 2018 AEA Industry Vendor Exhibit at Fort Leonard Wood, Missouri 16-19 April 2018. This is an excellent opportunity for your firm or agency to brand your products/services to senior U.S. Army Engineer Leaders during this exhibition.

Therefore, on behalf of BG Robert F. Whittle, Commandant, United States Army Engineer School and MG (Ret) Russell L. Fuhrman, President of the Army Engineer Association, I invite your firm/company to provide an informational or equipment exhibit supporting overall engineer operations.

DISPLAY LOCATION:

The display area will be located in, or adjacent to, the "Nutter Field House", building 1067, located on Iowa avenue, Fort Leonard Wood, Missouri. The Field House will be used for indoor displays that will fit through the access doors. The building provides approximately 20,000- sq ft of uncarpeted air conditioned display area and has access doors approximately 6 ft wide by 6.5 ft tall. Display items too large/heavy to be moved inside will be displayed in the parking lot adjacent to the Field House.

It is anticipated that outside Equipment Spaces will have no power hookups. Therefore, vendors with outside displays should be prepared to provide their own power source. In addition, there will be no ramp or lift capabilities provided. Vendors needing these services should contact Paramount Convention Services or an independent source.

All 10' x 10' booths must be carpeted obtained from Paramount Convention Services.

Cost to Exhibit:

10' x 10' Booths:

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\$2,000.00 for AEA supporting firm members/bonified government agencies and \$2,400.00 for non-members. **Supporting Firm Members' membership must be current thru 30 April 2018.**

20' x 20' Equipment Spaces:

\$1,000.00 for AEA supporting firm members/ bonified government agencies and \$1,400.00 for non-members. **Supporting Firm Members membership must be current thru 30 April 2018.**

Equipment spaces can only be used to display trailers, boats, shelters and motorized items.

Exhibition Fee Includes:

- . Booth space plus two exhibitor badges (**Badges must be worn during all exhibition events**)
- . Standard 10' x 10' booth package: side and back drapes with company ID sign
- . Two Buffet lunches per booth 17 and 18 April 2018
- . Two continental breakfasts per booth 17 and 18 April 2018
- . Two afternoons refreshment breaks per booth 17 and 18 April 2018 (Non-alcoholic beverages)
- . Two Icebreaker tickets per booth 17 April 2018

Please note that AEA has not increased the vendor fees since 2005 and this may be the only public event for vendors/companies to dialog with the Engineer School Commandant and his key Staff members.

Electricity:

Do to the raising cost of electricity and labor the Army Engineer Association this year will require exhibitors to purchase electricity. The pre-cost is \$125.00 and **on site cost is \$175.00** for a 120 volt, 20 amp single duplex receptacle. Please indicate your electrical requirements on your contract.

DISPLAY SCHEDULE:

You may begin the setup of your displays no earlier than 1:00 p.m. on 16 April 2018. All displays must be set-up and operational by 08:30 am, 17 April 2018 and remain operational until 8:00 p.m. Displays will be operational from 08:30 a.m. to 5:00 pm on 18 April 2017. You may begin dismantling and removing displays from 7:00 a.m. until 1:00 p.m. on 19 April 2018. **All displays and equipment must be removed by 1:00 p. m. on 19 April 2018 or a late fee of ½ of booth rental fees will be invoiced.**

The Regiment's VIPs and key members of the Maneuver Support Center of Excellence Staff are scheduled to tour the exhibits on the afternoon of 18 April

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2018. Coordination is being made with the Engineer, Military Police, and Chemical Schools, MANSCEN Staff, Director of logistics, to arrange schedules and transportation to ensure maximum attendance at the exhibition from 17-18 April 2018. It is anticipated that key Engineer Leaders and students from classes in session will also tour the display areas.

SHIPPING PROCEDURES:

Paramount Convention Services is the official conference exhibition support company and all exhibition items and support equipment must be contracted/shipped thru them. They will make hassle free delivery to Nutter Field House on 16 April 2018. Paramount can be contacted at the following address, email and phone number:

Paramount Convention Services
5015 Flyer Avenue
St. Louis, MO 63139
Email: paramountcs.com
Phone: 314-621-6677
Fax: 314-621-6416

To ship large pieces of equipment by truck, contact Julius Nutter at (573) 329-6678/ Cell (573) 774-9780 to notify him of the shipment. Then clearly identify the items as "**AEA EXHIBITION 2018**" on the bill of lading, to include company and individual responsible for ultimate delivery, and ship them to The Army Engineer Association, Building 1067 (Nutter Field House, ATTN: Julius Nutter, Fort Leonard Wood, Missouri 65473-8952. Please insure that equipment can be unloaded using its own power as there will be no operator/lifting capabilities available. Please ship large equipment to arrive at Fort Leonard Wood no earlier than 16 April 2018. **The Army Engineer Association will not accept packages weighing over 20 pounds.**

Conference / Exhibition Cancellation POLICY:

If AEA should be prevented from holding the exhibition for any reason beyond AEA's control (such as but not limited to, damage to the facilities, riots, strikes, acts of government, or acts of God) or if exhibitor can not occupy the assigned exhibit space due to any reason beyond AEA's control, then AEA has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a partial refund of exhibit space fee, less 25% to cover costs incurred.

Lodging:

The Army Engineer Association has not reserved a block of rooms for this event. Individuals are responsible for their own lodging and can use the list of hotels included in this packet.

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Fort Leonard Wood Entry Procedures:

Department of Defense credential personnel: You will need only a government – issued photo identification (ID) card to enter Fort Leonard Wood.

Non- Department of Defense Personnel: Must submit the required access information via email link at <https:vcc1.icmvcc.com/im3500/> before 16 March 2018. If you have questions on how to use the site or what information is required, please contact Mr. Todd Horton at 573-596-0597. You will be required to check in with security at the visitor's center and show a valid form of photo indemnification.

Foreign Owned Companies/Exhibitors Requirements:

Due to the heightened security level on Fort Leonard Wood and foreign disclosure regulatory requirements, an official foreign visit request (FVR) must be submitted by foreign owned companies desiring to exhibit. An Official FVR, must be submitted through the accredited Military Attaché assigned to their country's Embassy in Washington, DC. The request should be submitted before 15 February 2018

The FVR for a one-time visit should mention the actual date(s) of visit, purpose of visit and type of involvement during the exhibition, anticipated level of information to be involved, name of company, visitor(s) name ect. Your embassy can give you more detailed information on what is required for FVR consideration. Foreign owned companies arriving without a FVR maybe denied access/participation and will not be given a refund. **Foreign Visitors request will only be approved for exhibit personnel only; no exceptions. Personnel with approved FVR do not need to electronically submit for an access pass.**

Non-United States Personnel Requirements:

United States owned companies must submit a list of non- United States personnel who will be participating as exhibit personnel to the United States Army MANSCEN Foreign Disclosure Office, Mrs. Victoria Palmer. She can be contacted at the following phone number, fax, and email:

Phone: (573) 563-4020

FAX: (573) 563-4019

Email: Victoria.I.palmer2@mail.mil

All vendors are required to sign a Vendor Demonstration/Product Display/Free service Agreement prior to the event/being allowed to setup their booth (S).

Vendor Bingo:

We are planning to offer a special incentive for attendees to visit the vendor displays. AEA will use the Vendor Bingo card approach, which is a value added low cost branding opportunity to enhance your company's booth attendance visitation. If your company would like to participate by offering a special prize to be drawn for those who have

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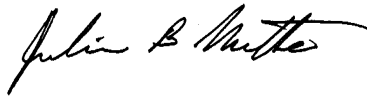
qualified by completing the Bingo card, please reply to us NLT 9 March 2018. All bingo prizes must be turned in to AEA by 12:00 a.m. on 17 April 2018 in order to participate.

The points of contact for this year's 2016 AEA Industry Exhibition are CSM (Ret) Julius Nutter/ 1SG (Ret) Lon Davis from the Army Engineer Association (AEA). Voice phone numbers are commercial (573) 329-6678 or (573) 329-3203. The AEA FAX number is (573) 329-3203. E-mail address is flw@armyengineer.com.

I look forward to seeing your exhibit at our 2018 AEA Industry Exhibition.

ESSAYONS!

Sincerely,



Julius B. Nutter
CSM, USA Retired
Director, Regimental Operations

The Army Engineer Association

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26 September 2017

AEA Regimental Conference Exhibitors Benefits

Facts about Senior Engineer Leaders

- 80% make purchasing decisions for their organizations
- 20% make a final decision on the purchasing of a product or service
- 35% recommend a product or service to their higher headquarters
- 20% make purchasing decisions on products or services valued between \$5,000 to \$50,000
- 34% make purchasing decisions on products valued at \$50,000 or more
- They are senior level decision makers for every type of Engineer organization throughout the Total Army
- They look to AEA Vendors for the latest trends, solutions, products, services and developments in the industry

The Army Engineer Association can give your company a branding opportunity to this important market. Our Attendees are interested in the following products and services.

- | | |
|---|------|
| • Equipment and Tools | 70% |
| • Environmental Products | 50% |
| • Training Products | 70% |
| • Construction Products and Services | 60% |
| • Explosives | 100% |
| • Force and Individual Protection Products and Services | 100% |
| • Computer Software and Technology | 60% |
| • Architecture Designs and Construction Expertise | 50% |
| • IED and Countermine solutions | 50% |
| • Homeland Defense | 40% |
| • Renewable Energy | 50% |
| • Contingency products and services | 40% |

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Exhibitor Rules & Regulations

1. Exhibit space will be allocated on a first-paid, first served basis. Priority will be determined by date of receipt of application for space accompanied by the required payment.
2. Applications for space must be accompanied by the full fee in order to guarantee the reservation. Booths for which payment has not been received will not be set up by the service contractor. **All payments must be received by February 16, 2018. Reservations made after February 16, 2018 must be followed by payment within two working days.** Unpaid booth reservations will be released for general sale.
3. Payments will be refunded, less 50% if written notice of cancellation is received by February 8, 2018. No refunds will be made for cancellation after that date.
4. The standard booth size is 10' deep by 10' wide unless stated or marked otherwise on the floor or in the exhibit prospectus. All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit route set forth by the fire marshal.
5. AEA adheres to IAEM standards. All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of and adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.
6. Exhibitors agree to abide by the installation and dismantling times set by AEA and have at least one person staffing the booth during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantling times without permission of the show manager will be assessed a fine equal to one half the booth fees and will not receive priority status on future events.
7. No Exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those purveyed by the exhibitor, with the exception that other proprietary may be used solely for the purpose of demonstrating the materials or services of the exhibitor.
8. Exhibition fees cover only those items described in the prospectus. Any other booth furnishings and equipment must be contracted through the official exhibition service contractor or the hotel/convention center, as indicated in the exhibitor's service kit.
9. AEA reserves the right to impose limitation on noise levels and any other method of operation which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.
10. AEA reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.
11. In the event that no representative of an exhibiting organization has claimed its space by 12:00 noon Tuesday, 16 April 2018. AEA has the right to resell or relocate the exhibit space.
12. If AEA should be prevented from holding the exhibition for any reason beyond AEA's control (such as but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor can not occupy the assigned exhibit space due to a reason beyond AEA's control, then AEA has the right to cancel the exhibit or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee, less 25% to cover exhibition costs incurred.
13. Neither the management of the host facility or AEA shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitors shall lease booth(s) at their own risk. Neither the management of the host facility, AEA or any other agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees.
14. The Exhibitor shall be liable to the host facility and/or AEA for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts of omission of the exhibitor.

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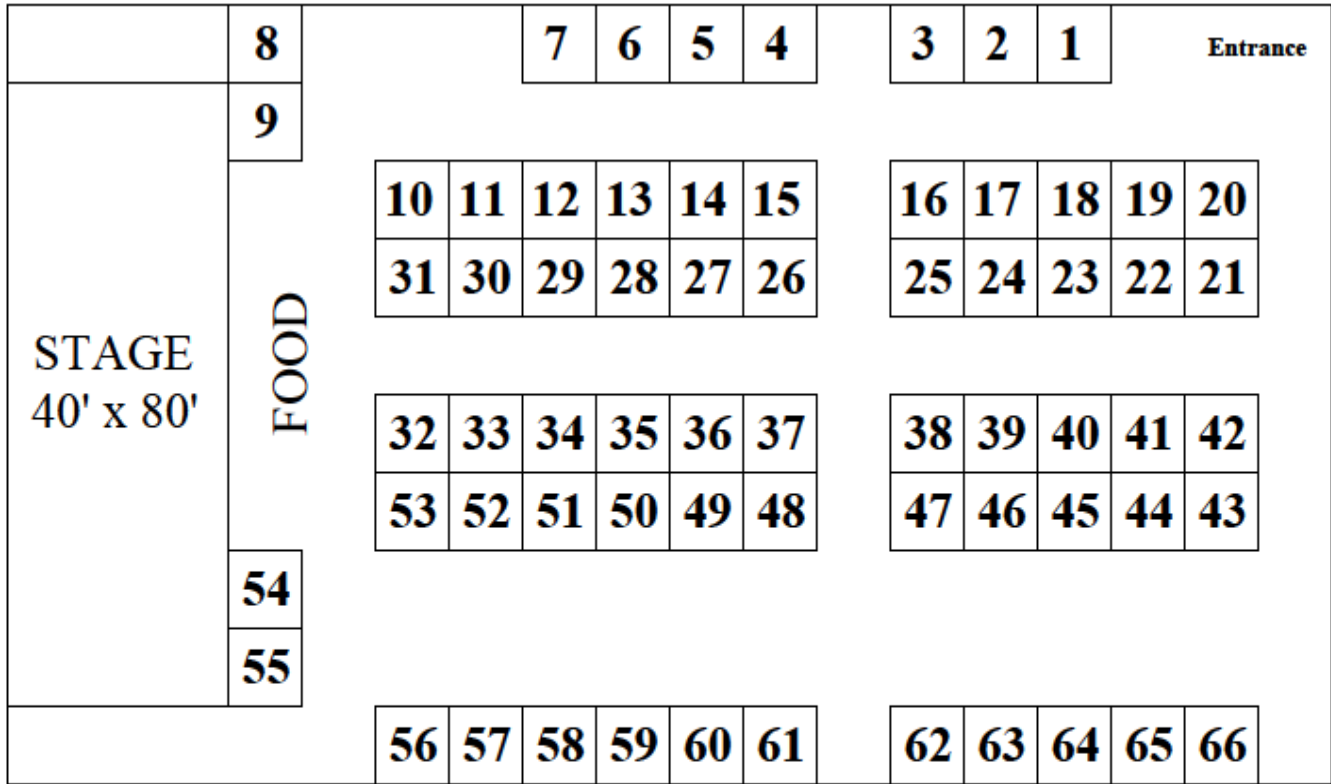
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15. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless AEA, the host facility, their officers, employees and agents against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees rising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including outside exhibit areas.
16. Exhibitor acknowledges that AEA does not maintain and is not responsible for obtaining insurance covering the exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
17. No photography is allowed without the permission of the show manager.
18. Children under the age of 18 must be supervised in the exhibit area at all times.

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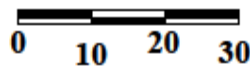
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AEA
 APRIL 17-18, 2018
 FT. LEONARD WOOD
 NUTTER FIELD HOUSE

66 - 10' x 10' Booths

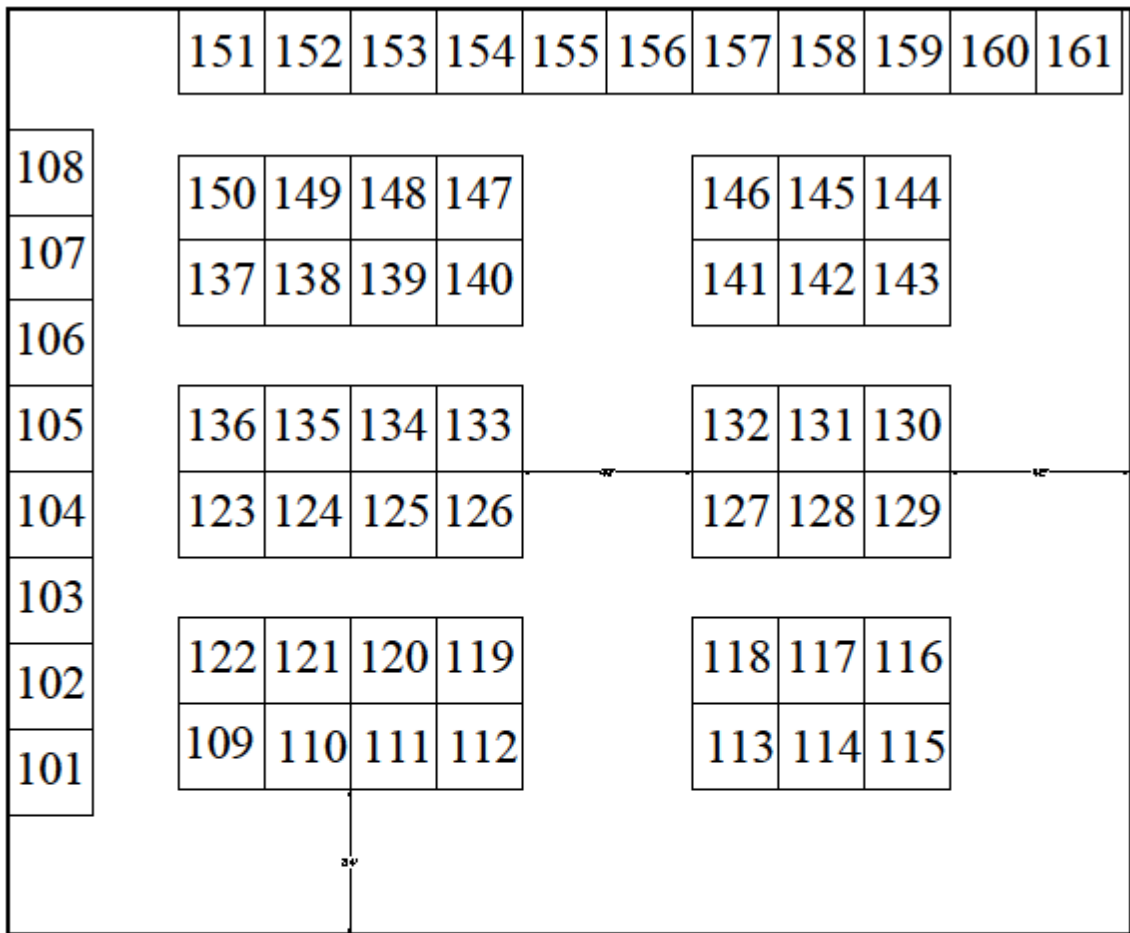


PARAMOUNT
 Convention Services, INC
 www.paramountcs.com
 314-621-6677
 May 11, 2017
 * Subject to Fire Marshal Approval

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AEA
APRIL 17-18, 2018
FT. LEONARD WOOD
PARKING LOT

61- 20' x 20' Booths

PARAMOUNT
 Convention Services, INC
 www.paramountcs.com
 314-621-6677
 Revision: May 10, 2017
 * Subject To Fire Marshal Approval

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2018 AEA Industry Exhibition Contract

Company Information (please print):

Company Name: _____

(as it should appear on all published conference material-limit 35 characters)

Address: _____

City, State, Zip: _____

Website: _____

Key Contact Information:

Contact Name & Title _____

Contact Address: _____

Contact City, State, Zip: _____

Contact Phone Number: _____

Contact Email: _____

Representatives Attending Conference:

Each booth is allocated two representatives. Please list names, as they should appear on name badges.

Representative # 1: _____

Representative #2: _____

Additional Exhibition Staff (\$200.00 per additional badge pre-paid and on site \$250.00):

(A Maximum of two additional badges maybe purchased)

Representative #3: _____

Representative #4: _____

Booth Choice:

Booths are reserved on a first come, first served basis once payment has been received. Please see the attached floor plan for booth locations.

Inside Booth choices: First _____ Second _____ Third _____ Fourth _____

Outside Booth choices: First _____ Second _____ Third _____ Fourth _____

Contract Agreement:

We hereby apply for exhibit space at the Army Engineer Association 2018 Industry Exhibition to be held at Nutter Field House, Fort Leonard Wood, MO on April 16-19 2018, and agree to abide by all the rules and regulations set forth in this prospectus. We understand that this is not a contract until officially accepted by the Army Engineer Association. The full rental fee must accompany this agreement. Fees will be refunded (minus a 50% cancellation fee) if written notice of cancellation is received before February 8 2018. No refunds will be made on or after February 8, 2018.

Accepted by Exhibitor: _____

Signature Title Date

Accepted by AEA: _____

Signature Title Date

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Booth Registration Fees:

10' X 10' Booths

Supporting Firm Member \$2,000.00
Non Supporting Firm Member \$2,400.00

20'X20' Booths

Outside Equipment Booth
Supporting Firm Member \$1,000.00
Non Supporting Firm Member \$1,400.00

Booth Fee: _____ @ \$ _____ = _____

Electricity: _____ @ \$125.00 ea = _____

Additional Attendee: _____ @ \$200.00 ea = _____

Total Exhibit Fee: \$ _____

Credit Card Authorization

____ Visa ____ MasterCard ____ American Express ____ Discover

Credit Card Number **Exp Date**

Cardholder Name

Cardholders Billing Address

City, State Zip

Authorized Signature

Mail to:

Army Engineer Association
P.O. Box 634
Fort Leonard Wood, MO 65473

FAX to:

(573)329-3203

U.S. DEPARTMENT OF THE ARMY
ARMY ACQUISITION COMMAND
DIRECTORATE OF CONTRACTING
FORT LEONARD WOOD, MISSOURI

VENDOR DEMONSTRATION/PRODUCT DISPLAY/"FREE" SERVICE
AGREEMENT

_____, hereinafter referred to as the
"Vendor" is authorized to conduct a demonstration, product display, or "free" service at Fort
Leonard Wood, Missouri, subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR "FREE" SERVICE (DESCRIBE):

LOCATION OF DEMONSTRATION, DISPLAY OR SERVICE:
BLDG 1067

Nutter Field House

DATE (S) AND DURATION OF DEMONSTRATION, DISPLAY, OR SERVICE **16 -19 April
2018**

The parties to this document agree as follows:

1. Vendor demonstrations, product displays, and "free" service are conducted for the sole purpose of demonstrating the capability of particular items or services and not for fulfilling mission requirements for an interim time frame. The examination and demonstration of items or service will in no way, expressed or implied, obligate the U.S. Army to purchase, rent, or otherwise acquire the items demonstrated, displayed or furnished. Normally, vendors will have sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration, display, or service. On occasion, it may be desirable to furnish certain supplies and/or equipment from Government assets to support vendor demonstrations. These supplies and/or equipment will not be furnished unless approved by proper U.S. Army authority. The vendor agrees to repair, replace or fully reimburse the Government for any damage or loss incurred while the supplies and/or equipment are in his/her possession or use. Manufacture, transportation, maintenance, and demonstration of items shall be accomplished without cost to the U.S. Army. Demonstrations shall be conducted by an authorized representative of the vendor furnishing the items or services for demonstration. U.S. Army personnel will neither demonstrate nor endorse vendor's products. The U.S. Army assumes no cost or obligation, expressed or implied, for damage to, destruction of, or loss of such

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U.S. DEPARTMENT OF THE ARMY
ARMY ACQUISITION COMMAND
DIRECTORATE OF CONTRACTING
FORT LEONARD WOOD, MISSOURI

VENDOR DEMONSTRATION/PRODUCT DISPLAY/"FREE" SERVICE
AGREEMENT (continued)

equipment, or for damages or injuries resulting from the submission to the U.S. Army of defective items for demonstration. The Contracting Officer is the duly authorized representative of the Government for purposes of this agreement.

2. The vendor understands that any data provided by the vendor becomes the property of the U.S. Army, and the vendor does not possess a proprietary interest in any of the data provided.
3. The vendor will not file any claim against the U.S. Army or otherwise seek compensation for any equipment, materials, supplies, information, or services provided.
4. The U.S. Army and the Department of Defense are not bound, or obligated to follow any recommendations of the vendor. The United States Government is not bound, nor is it obligated, in any way to give any special consideration to the vendor on future contracts.
5. In the event the U.S. Army agrees to provide any Government-owned supplies for use by the vendor, the following statement becomes a part of this agreement:

"GOVERNMENT-FURNISHED PROPERTY"

- a. The Government will deliver to the vendor, for use only in connection with this agreement, the property described below (hereinafter referred to as "Government-Furnished Property").
- b. Title to Government-Furnished Property shall remain with the Government. The vendor shall maintain adequate control of Government-Furnished Property in accordance with good business practices.
- c. Unless otherwise provided in this agreement, the vendor, upon delivery of any Government-Furnished Property, assumes the risk of, and shall be responsible for any, loss thereof or damage thereto; any Government property consumed in the performance of this agreement is reimbursable to the Government.
- d. Description (include nomenclature, including model and serial numbers, as applicable):
Current Market Value: \$_____N/A_____

U.S. DEPARTMENT OF THE ARMY
ARMY ACQUISITION COMMAND
DIRECTORATE OF CONTRACTING
FORT LEONARD WOOD, MISSOURI

VENDOR DEMONSTRATION/PRODUCT DISPLAY/"FREE" SERVICE
AGREEMENT (continued)

GOVERNMENT SPONSOR INFORMATION:

Sponsoring Organization: Army Engineer Association

Julius B. Nutter
(Type or Print Name of Responsible Individual)

Phone Number: 573-329-6678

SIGNATURES:

VENDOR: _____
(Type or Print Name of Vendor)

BY: _____ Date : _____ (Signature
of Vendor Representative)

(Type or
Print Name and Title of Vendor Representative)

The United States of America

BY: _____ Date : _____ (
Signature of Contracting Officer)

Type or Print
Name of Contracting Officer)

Recommended Hotels

Comfort Inn 1-573-336-3535

Fairfield Inn 1-573-336-8600

Hampton Inn 1-573-336-3355

Holiday Inn Express 1-573-336-2299

Red Roof Inn 1-573-336-2570

Baymont Inn 1-573-336-5050

Motel 6 1-800-460-8356

Candlelight 1-573-451-2500

Microtel Inns & Suites 1-573-336-7705

Super 8 Motel 1-573-451-2888

Liberty Lodge

1-573-3121

Quality Inn

1-573-451-2535

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