



THE
ARMY ENGINEER ASSOCIATION

P.O. Box 634
Fort Leonard, MO 65473
(573) 329-6678 flw@armyengineer.com

27 September 2022

SUBJECT: 2023 AEA Industry Vendor Exhibition

Dear Industry Executive,

The Army Engineer Association will host the 2023 AEA Industry Vendor Exhibit at Fort Leonard Wood, Missouri 25 April 2023 – 27 April 2023. This is an excellent opportunity for your firm or agency to brand your products/services to senior U.S. Army Engineer Leaders during Engineer Regimental Week and this exhibition. Engineer Regimental Week will be a governance event allowing Engineer Leaders from the entire Regiment the opportunity to attend if they so desire without restrictions.

Therefore, on behalf of COL Joseph C. Goetz II, Commandant, United States Army Engineer School, and MG (Ret) Bryan Watson, President of the Army Engineer Association, I invite your firm/company to provide an informational or equipment exhibit supporting overall engineer operations during Engineer Regimental Week 2023.

DISPLAY LOCATION:

The display area will be 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 2 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 very limited 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. In addition, no equipment such as trailers or motorized equipment can be displayed inside of Nutter Field House.

Cost to Exhibit:

10' x 10' Indoor Booths:

\$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.

20' x 20' Outdoor Equipment Spaces:

\$1,000.00 for AEA supporting firm members/ bonified government agencies and \$1,400.00 for non-members.

Equipment spaces can only be used to display trailers, boats, shelters and motorized items. All non-rubberized tracked vehicles must be moved and displayed on dunnage.

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
- . Hot lunches 25 April 2023 and 26 April 2023
- . Continental breakfasts 25 April 2023 and 26 April 2023
- . Refreshments will be available for Vendors during exhibition

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:

The pre-cost is \$140.00 and on-site cost is \$175.00 for a 120-volt, indoor 20-amp single duplex receptacle and 40-amp outdoor. 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 24 April 2022. All displays must be set-up and operational by 08:30 am, 25 April 2023 and remain operational until 5:00 p.m. Displays will be operational from 08:30 a.m. to 7:30(T) pm on 25 April 2023. You may begin dismantling and removing displays from 7:00 a.m. until 11:00 a.m. on 27 April 2023. All displays and equipment must be removed by 12:00 p. m. on 27 April 2023 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 25-27 April 2023. Key Engineer Leaders and students from all PME/NCOES 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. **Current FLW policy requires exception to policy approval to any non-ID holders wanting access to FLW so AEA will need names of delivery personnel NLT 10 April 2023.** They will make hassle free delivery to Nutter Field House on 24 April 2023. 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: 314-621-641

To ship large pieces of equipment by truck, contact John Rather at (573) 329-6678/ Cell (573) 528-3381 to notify him of the shipment. Then clearly identify the items as **"AEA EXHIBITION 2023"** 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: John Rather, Fort Leonard Wood, Missouri 65473-8952. Please ensure 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 23 April 2023. The Army Engineer Association will not accept packages weighing over 20 pounds. **Current FLW policy requires exception to policy approval to any non-ID holders wanting access to FLW. 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, COVID-19 or other pandemic like diseases) or if exhibitor cannot 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 20% 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.

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 flw@armyengineer.com before **10 April 2023**. You will be required to check in with security at the visitor's center and show a valid form of photo identification.

Full Name (Last, First Middle)

Full Mailing Address

Date of Birth

Gender (male/female)

US State and driver's license number

Preferred email address

Start date of visit to Fort Leonard Wood

End date of visit to Fort Leonard Wood

Purpose for visit

* **Non-United States Personnel Requirements:**

Due to the heightened security level on Fort Leonard Wood non-U.S. Citizens must email the following information to flw@armyengineer.com. The information required is:

Full Name (last, First, Middle):

Full Mailing address (street, State, Zip):

Date of Birth:

Country of Birth:

Sex (Male/Female):

Passport number (If travelling on a visa):

Resident Alien or Employ authorization card number:

U.S. State driver's license number (if applicable):

Date entering the United States

Start Visit to Fort Leonard Wood: 24 April 2023

End date of Visit to Fort Leonard Wood: 27 April 2023

Sponsor: Army Engineer Association

Please include flw@armyengineer.com in the cc address box of your email

Foreign owned companies non-U.S. Citizens arriving without pre access clearance maybe denied access/participation and will not be given a refund. Fort Leonard Wood access will only be approved for exhibit personnel only, no exceptions. Non-U.S. citizens with approved access must remain in the area of Nutter Field House.

I look forward to seeing your exhibit at our 2023 AEA Industry Exhibition.

ESSAYONS

Sincerely,

///Original Signed///

John H. Rather

CSM, USA Retired

Director, Regimental Operations