



# **FIRE 2021<sup>®</sup>**

**FIRE INDUSTRY, RESCUE, & EMS EXPO**

FIRE 2021 Online Application Instructions

## Quick Facts

- As an exhibitor at FIRE 2021, you can access all show-related items through Map Your Show's personalized online Exhibitor Dashboard.
- In order to receive your unique login credentials to access the Exhibitor Dashboard, you must first complete & sign your online space application.
- All booth & sponsorship reservations must be made through the online booth sales application.
- Your Exhibitor Dashboard credentials will be sent to you once payment has been received and your application is approved.

If you have any questions as you complete the online application, please contact your sales team:

Janet Williams – [janetwilliams@naylor.com](mailto:janetwilliams@naylor.com) | 703-259-6120

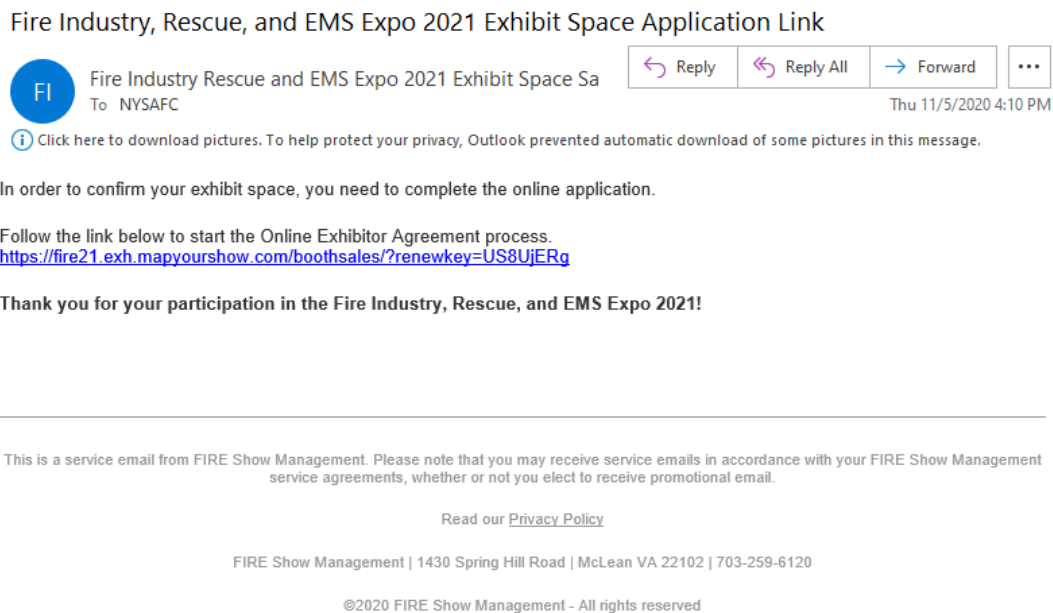
Rick Felperin – [rfelperin@naylor.com](mailto:rfelperin@naylor.com) | 703-259-6134

Show Management – [fire@naylor.com](mailto:fire@naylor.com) | 703-259-6122

# Completing the Online Space Application

You can find the online space application two ways:

1. You will receive an email from [service@mapyourshow.com](mailto:service@mapyourshow.com) with a link to start your online application.



2. Or, you will follow the booth sales link on NYSAFC's website. If you are completing the online application from the [nysfirechiefs.com](http://nysfirechiefs.com) and have exhibited in the past 2 years, please contact your sales rep or Show Management for your personalized booking code. The booking code will pre-populate your space application with your company information.

A screenshot of the "Exhibitor Booth Sales" page. The page has a header "Exhibitor Booth Sales" and a sub-header "Please choose from the following options:". There are two main sections: "Renew My Booth" and "I Need Space!". The "Renew My Booth" section has a text input field for "Please enter your Booking Code in the form below." and a "Submit" button. Below this, it says "Can't find your code? Contact show management at fire@naylor.com for more information." The "I Need Space!" section has a "Continue" button. At the bottom of the page, there is a footer that reads "powered by mis" and "Map Your Show is an official vendor of Fire Industry, Rescue, and EMS Expo 2021".

**Step 1:** Complete Step 1 of your online application by filling out all required fields with your company & contact information. Please note - if you are a returning exhibitor, your information will have already been populated into the application.

## Exhibitor Booth Sales

**STEP 1**  
*Company Information*

**STEP 2**  
*Select Booth Space*

**STEP 3**  
*Items*

**STEP 4**  
*Confirm Order*

**STEP 5**  
*Payment*

**STEP 6**  
*Complete*

### Company Information

Applications must be completed within one (1) hour.

By entering your unique renewal code we have accessed your account and pre-populated your company information. Please edit and fill in any missing contact information below so that we have an accurate record.

#### Company Information

* Exhibiting Company	<input type="text" value="Test Company"/>
* Address	<input type="text" value="1430 Spring Hill Rd"/>
	<input type="text" value="6th Floor"/>
* City	<input type="text" value="McLean"/>
* State/Province	<input type="text" value="VA"/>
* Zip/Postal Code	<input type="text" value="22102"/>
* Country	<input type="text" value="United States of America"/>
* Company Telephone	<input type="text" value="703-259-6120"/>
Company Fax	<input type="text"/>
* Company Email	<input type="text" value="fire@naylor.com"/>
* Website	<input type="text" value="www.nysafc.com"/>
Product Categories	<div><div>Accountability Systems</div><div>Accreditation</div><div>Aeromedical Services/Aircraft</div><div>Air Bags</div><div>Air Conditioning &amp; Heating Systems</div><div>Air Supply/Portable Rescue Systems</div><div>Alarms</div><div>Alerting Systems</div><div>Alternators</div></div>

Hold down the Ctrl key to select multiple, you may select up to 4.

\* ☒ I acknowledge that my Company Information will be displayed publicly

#### Contact Information

* Contact Name	<input type="text" value="FIRE Show Management"/>
* Contact Email	<input type="text" value="fire@naylor.com"/>
* Contact Title	<input type="text" value="-"/>
Contact Phone	<input type="text" value="7032596122"/>
* Contact Mobile	<input type="text" value="-"/>

#### Competitors

Competitor 1	<input type="text"/>
Competitor 2	<input type="text"/>
Competitor 3	<input type="text"/>
Competitor 4	<input type="text"/>

Back

Continue

If you have any questions about exhibit space please contact customer service at 703-259-6120 or [fire@naylor.com](mailto:fire@naylor.com).

**Step 2:** You will select your booth space in Step 2. All available booths are shaded in blue. Booth information is shown once you click on an available booth to select it. Click “SUBMIT” once you have made your booth selection and click “CONTINUE.”

## Exhibitor Booth Sales

**STEP 1**  
Company Information

**STEP 2**  
Select Booth Space

STEP 3  
Items

STEP 4  
Confirm Order

STEP 5  
Payment

STEP 6  
Complete

### Select Booth Space

Select from the available booths below. You can select a specific building from the overview, or select the building/hall from the dropdown menu in the top right. The available booths are shaded in light blue.


Back

Continue

Conference Center

Booth Reservations

+ - FIT



Comments:

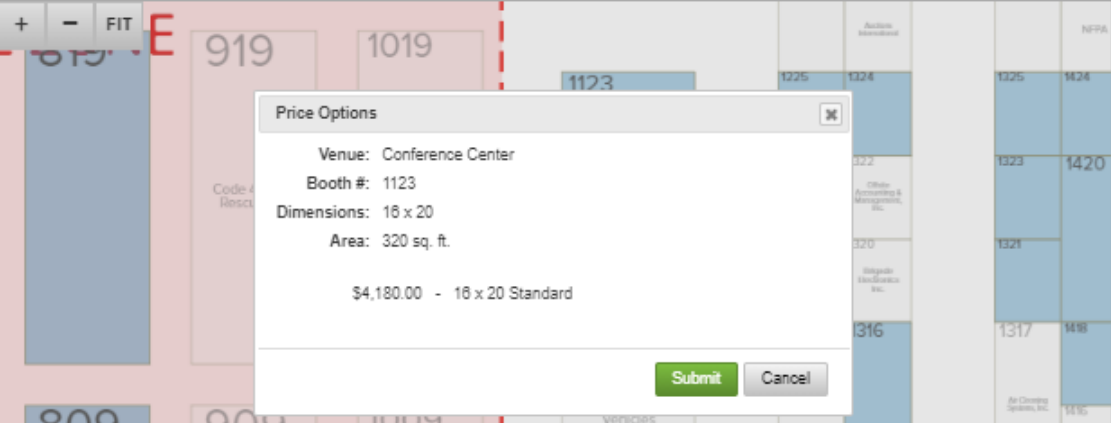
Back

Continue

If you have any questions about exhibit space please contact customer service at 703-259-6120 or [fire@naylor.com](mailto:fire@naylor.com).

Booth Reservations

+ - FIT



Price Options

Venue: Conference Center  
Booth #: 1123  
Dimensions: 16 x 20  
Area: 320 sq. ft.  
\$4,180.00 - 16 x 20 Standard

Submit

Cancel

**Step 3:** Select the sponsorship items you wish to confirm. Sponsorship descriptions are available once you click on a Banner. To select, click “ADD TO CART” and then “CONTINUE.”

## Exhibitor Booth Sales

<b>STEP 1</b> Company Information	<b>STEP 2</b> Select Booth Space	<b>STEP 3</b> Items	<b>STEP 4</b> Confirm Order	<b>STEP 5</b> Payment	<b>STEP 6</b> Complete
--------------------------------------	-------------------------------------	------------------------	--------------------------------	--------------------------	---------------------------

### Additional Available Opportunities

[Back](#) [Continue](#)

- ▶ Individual Opportunities
- ▶ ONCENTER Lobby Banners - Conference Center Side
- ▶ ONCENTER Lobby Banners - Main Lobby
- ▶ ONCENTER Lobby Banners - Street Side
- ▶ Special Training Programs & Meetings
- ▶ Tuesday Night Kick-Off Reception

[Back](#) [Continue](#)

If you have any questions about exhibit space please contact customer service at 703-259-6120 or [fire@naylor.com](mailto:fire@naylor.com).

▼ **Special Training Programs & Meetings**

**Codes Training: \$700.00**

Put your name in front of everyone who attends NYSAFC's 2-day Codes Training program. Information on your product or service will be handed out to all attendees at their seats. Also includes a "Sponsored by" sign (22" W x 28" H) placed at the front door and a second sign (22" W x 28" H) at the front of the room.

[ADD TO CART](#)

---

**EMS Education Room: \$800.00**

Put your name in front of everyone who attends any of the 8 EMS CEU programs held on Thursday and Friday in Room 6. Also includes a "Sponsored by" sign (22" W x 28" H) placed at the front door and a second sign (22" W x 28" H) at the front of the room.

[ADD TO CART](#)

**Step 4:** Review your company information, booth selection, and sponsorship items before signing the Terms & Conditions. Please note, you will **NOT** be able to modify your order beyond this point. Please ensure all information is correct & click “CONTINUE.”

## Exhibitor Booth Sales

**STEP 1**  
Company Information

**STEP 2**  
Select Booth Space

**STEP 3**  
Items

**STEP 4**  
Confirm Order

**STEP 5**  
Payment

**STEP 6**  
Complete

### Confirm Order

Please confirm that the information below is correct.

**Company Information** [Edit](#)

#### Company Information

Exhibiting Company: Test Company  
Address: 1430 Spring Hill Rd  
6th Floor  
City: McLean  
State/Province: VA  
Zip/Postal Code: 22102  
Country: United States of America  
Company Telephone: 703-259-6120  
Company Fax:  
Company Email: fire@naylor.com  
Website: www.nysafc.com  
Product Categories: Hold down the Ctrl key to select multiple, you may select up to 4.  
Yes I acknowledge that my Company Information will be displayed publicly

#### Contact Information

Contact Name: FIRE Show Management  
Contact Email: fire@naylor.com  
Contact Title: -  
Contact Phone: 7032596122  
Contact Mobile: -

#### Competitors

Competitor 1:  
Competitor 2:  
Competitor 3:  
Competitor 4:

**Booth Space** [Edit](#)

Item Type	Space/Booth Name	Location	Price Type	Price	Qty	Sub Total
Booth	1123 (16 x 20, 320 sq ft)	Conference Center	16 x 20 Standard	\$4,180.00	1	\$4,180.00

**Package** [Edit](#)

Package Name	Price
None	\$0.00

**Item(s)** [Edit](#)


No Items Selected.


**Order Total**

Order Total: \$4,180.00

Continued on next page

3. **ELIGIBLE EXHIBITS.** Show Management reserves the right to determine eligibility of any company or product to participate in the FIRE Expo. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the



Signature OK. 

\*Signature Print Name:

FSM

☒ The person executing this agreement has read and agrees, on behalf of the individual or entity for which it is executed, to be bound by the terms and conditions of the contract, incorporated herein by reference, further warrants that he or she has authority to execute this agreement by electronic signature and full authority to act for the individual or entity entering into this agreement.

**WARNING: You will NOT be able to modify your order beyond this point. Please ensure all your information above is correct and click 'Continue.'**

Back
Continue

**Step 5:** You will be prompted to enter an email for your invoice. Please review the email listed or enter a different email for the invoice.

*As always, please contact Show Management at [fire@naylor.com](mailto:fire@naylor.com) with any payment questions.*

## Exhibitor Booth Sales

STEP 1 Company Information	STEP 2 Select Booth Space	STEP 3 Items	STEP 4 Confirm Order	STEP 5 Payment	STEP 6 Complete
-------------------------------	------------------------------	-----------------	-------------------------	-------------------	--------------------

### Payment

Order Number: 489626

Item Description	Subtotal	Payment Schedule	Date Due	Amount Due
Conference Center, Booth 1123 (16 x 20, 320 sq ft)	\$4,180.00	<b>Deposit</b>	<b>DUE NOW</b>	<b>\$2,090.00</b>
		Final Payment	01/21/2021	\$2,090.00
<b>Order Total:</b>	<b>\$4,180.00</b>			
<b>Amount Due Now:</b>	<b>\$2,090.00</b>			

### Send Invoice

Your invoice will be automatically generated and sent to the email you have provided. Remember that no exhibit spaces can be approved until payment has been received.

Please enter the email address you would like to have the bill emailed to.

\* Email:

Process Invoice

If you have any questions about exhibit space please contact customer service at 703-259-6120 or [fire@naylor.com](mailto:fire@naylor.com).

**Step 6:** Your order is now complete! You will be sent an email confirming your booth application with an attached copy of your invoice & NYSAFC's W9 for your records.