



Exhibitor “Quick” Reference Guide

October 6-8, 2015

Reno, NV

**General Exhibits
and
Apparatus**



2015

Exhibitor Reference Guide

FireShowsWest
PO Box 11856
Reno, NV 89510
Phone: 800-632-7489
Local: 775-331-1216
Fax: 775-331-3637
Cell: 775-287-8363
Jo Anne Hill, Exhibits Manager

The official GES Exhibitor Service Manual is available by visiting our website www.freshowswest.com – Exhibitors Information tab or by calling Terri DiJoseph, GES Account Representative at 775-332-7042

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Key Contact Information

Show Manager

Jo Anne Hill

PO Box 11856

Reno, NV 89510

Office: 1-800-632-7489

Fax: 775-331-3637

Cell: 775-287-8363

joanne@fireshowswest.com | www.fireshowswest.com

GES Account Manager

Terri DiJoseph

Account Manager

GES Exposition Service

101 Panther Drive

Reno, NV 89506

775-323-7700 Main

775-332-7042 Direct

775-745-7612 Mobile

775-322-8912 Fax

tdijoseph@ges.com | <http://www.ges.com>

Reno-Sparks Convention Center

4590 S. Virginia Street

Reno, NV 89502

1-800-443-1482

Atlantis Casino Resort Spa

3800 S. Virginia Street

Reno, NV 89502

1-800-723-6500

Peppermill Resort Spa Casino

2707 S. Virginia Street

Reno, NV 89502

1-800-282-2444

Important Dates for the Show

Aug 3	Final payment for exhibit space is due to FireShowsWest
Aug 15	All advertising for the show program due to our office
Aug 15	Company Descriptions & Product Categories Order form due to our office
Aug 15	Sample of sponsorship materials due to our office
Sept 8	Advance shipments may begin arriving at the GES Warehouse (Sept 8 – Sept 28)
Sept 8	Exhibitors selling merchandise must contact the FireShowsWest office. 1-800-632-7489
Sept 11	Room block cut-off at the Atlantis Hotel – Group Code: SFIRE15
Sept 11	Room block cut-off at the Peppermill Hotel – Group Code:
Sept 15	Exhibitor Badge Order Form due to our office
Sept 15	Certificate of Insurance Liability is due to GES and to our office <i>(Be sure to name FireShowsWest as the Certificate Holder)</i>
Sept 21	Door Prize Donation/Commitment Form due to our office
Sept 21	Form A-3 - Last Day for ordering special Optional Booth Package furnishings **Special Discount - \$110.00 is due to GES**
Sept 21	Form A-3 - Last Day for Ordering Electrical Package - <u>\$75.00</u> is due to GES
Sept 21	Cut-Off Date - GES orders for all discount booth furnishings
Sept 21	Form G2 - Payment and Credit Card Authorization due to GES by this date
Sept 28	Last day for Advance Shipment to arrive at the GES Warehouse without surcharges Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 4:30 PM
Oct 6	Direct Shipments to arrive at the Exhibit Site (Convention Center) - 8:00 AM - 5:00 PM
Oct 6	Installations and Exhibitor Move In Location – Reno-Sparks Convention Center – Exhibit Hall 4 4590 S. Virginia Street, Reno, NV 89502 1-800-443-1482
Oct 6	8:00 AM - 11:00 AM APPARATUS MOVE-IN
Oct 6	11:00 AM - 5:00 PM GENERAL MOVE-IN
Oct 7	7:00 AM - 9:00 AM GENERAL MOVE-IN
Oct 7	Show Hours 10:00 AM - 5:00 PM
Oct 8	Show Hours 9:30 AM – 2:00 PM
Oct 8	Dismantle 2:00 PM - 5:00 PM
Oct 8	FSMVA Annual Exhibitors Meeting at 8:30 am – RSCC-Room D5
Oct 8	Empty containers will be returned after 2:00 PM
Oct 8	Carriers must be checked in by 4:00 PM
Oct 8	All exhibitor materials must be removed by 5:00 PM

GES On-Site Service Center

GES will be available to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

- Tuesday, Oct 6, 2015 8:00 AM - 5:00 PM ● Wednesday, Oct 7, 2015 8:00 AM - 5:00 PM
- Thursday, Oct 8, 2015 8:00 AM - 6:00 PM

Special Events



Ahhhh ... the smell of Popcorn!

Wednesday, October 7

4:00 pm

on the Show Floor



Pizza Bash

Wednesday, October 7

5:00 pm

on the Show Floor

Join us for a variety of delectable pizzas and liquid refreshments scattered throughout the exhibit hall!



Door Prize Jamboree

Thursday, October 8

11:30am to 12:30 pm

on the show floor

Door prizes will be given away at the exhibitors booths during the lunch hour. There are 10 door prize sponsors!!



\$1,000.00 Exhibitor Grand Prize Giveaway

Thursday, October 8 – 8:30 am

During the Annual Exhibitor Meeting

Room D5 – Reno-Sparks Convention Center

Drawing for the \$1,000 FSMVA Member giveaway. Must be a member of the Fire Service Manufacturers and Vendors Association (FSMVA) to have their name entered for this \$1,000 prize. The \$1,000 will be applied to the exhibitor's 2016 exhibit space.

Exhibitor General Information

Set-Up & Installation

Tuesday, October 6

7:00 a.m. - GES on site to begin booth set-up

8:00 a.m. - 11:00 a.m. Apparatus and Freight Move-In

11:00 a.m. to 5:00 p.m. General Exhibit Hall Move-In

Wednesday, October 7

7:00 a.m. - 9:00 a.m. All booths must be completed by 9:00 a.m.

Exhibit Hall Fire Inspection

An inspection will occur between 9:00 - 10:00 a.m. on Wednesday, Oct. 7. Please have your booth staffed so we may greet the fire inspectors and respond to questions or issues at that time.

Hall Exhibit Hours

Wednesday, October 7 10:00 a.m. - 5:00 p.m.

Thursday, October 8 9:30 a.m. – 2:00 p.m.

Dismantling

Thursday, October 8 2:00 p.m. - 5:00 p.m.

All exhibits remaining after 5:00 p.m. will be charged a \$75.00 late fee per day until exhibit is removed. The Nevada Fire Chiefs Association, Fire Service Manufacturers and Vendors Association, GES, Reno-Sparks Convention Center or the Reno-Sparks Convention and Visitors Authority will not be responsible for any damage or theft of exhibits after 5:00 p.m. on October 8, 2015.

Please do not start to dismantle your booth until the show is finished at 2:00 p.m. on Thursday.

Exhibitor General Information (con't)

Show Office Location & Hours

- The Show Office will be located at the Registration Desk area inside of Hall 4 at the Convention Center
- The onsite office phone number is a cell phone: 775-287-8363 (Jo Anne Hill, Show Manager)
- A copy machine for small quantities (10 or less) of copies will available at the Registration Counter

Badges

Exhibitor badges may be picked up on Tuesday, October 6, 2015 beginning at 9:00 am at the Registration Counter inside the lobby area of the Reno-Sparks Convention Center upon move-in.

Subletting of Exhibit Space

Exhibitors may not assign, sublet, or apportion the whole, or any part of the space allotted to them. Exhibitors may not advertise, or display goods and/or services other than those manufactured or sold by them in the regular course of business without the consent of the FireShowsWest show management.

Cancellation of Exhibit Space

Exhibitors canceling on or before August 3, 2015 forfeit 50% of the total rental. No refunds are made for cancellations after August 3, 2015. Space not claimed or occupied by 10:00 a.m. Wednesday, October 7, 2015 may be resold or reassigned without obligation on the part of FireShowsWest show management.

Certificate of Insurance

A Certificate of Insurance must be on file for each exhibitor by Monday, Sept. 21, 2015 for FireShowsWest and GES. ***Please name FireShowsWest as the additional insured on one and GES as an additional insured on the second certificate.*** If an exhibitor is using an outside company to install and dismantle their exhibit, the outside company must also be listed as an additional insured on the Certificate of Insurance.

Please refer to the Exhibitor Contract (second page) for insurance requirements.

FireShowsWest	Global Experience Specialists (GES)
PO Box 11856	101 Panther Drive
Reno, NV 89510	Reno, NV 89506

Cleaning Exhibit Space

Aisles will be cleaned daily and aisle trash containers are emptied. Each exhibitor must maintain the space assigned to him or her in good order. Individual booth trash containers will be the responsibility of the exhibitor for emptying.

Music

No music can be played in the exhibit hall except for that music that has been appropriately licensed.

Exhibitors Selling Merchandise On-Site

If an exhibitor is planning to sell merchandise, they must notify Show Management BEFORE the exhibit hall opens. A Nevada Department of Taxation Sales Tax Return and Tax Rate Schedule will be given to the exhibiting company. Show Management will collect your form and any tax due at the end of the show.

Food Concessions

Concession Stand Hours of Operation

There will be food/beverage available for purchase during exhibitor move-in and throughout the show. Exact locations and times will be updated closer to the show dates.

Monday, October 5	7:30 am to 2:30 pm
Tuesday, October 6	7:30 am to 2:30 p.m.
Wednesday, October 7	7:00 a.m. – 5:00 p.m.
Thursday, October 8	7:30 a.m. - 1:30 p.m.

Monday - On Concourse “D”

- 7:30 am to 2:30 p.m. – “Jolt–n–Java” Coffee Cart will have beverages, sandwiches, fruit, salads and snacks available
- After 2:30 pm, food and beverage items can be purchased from the vending machines located in the main concourse.

Tuesday - On Concourse “D”

- 7:30 am to 2:30 p.m. – “Jolt–n–Java” Coffee Cart will have beverages, sandwiches, fruit, salads and snacks available
- After 2:30 pm, food and beverage items can be purchased from the vending machines located in the main concourse.

A food concession and grill will be open and located inside the exhibit hall during exhibit days only.

Wednesday

- 7:00 – 9:30 am – Concourse D - Jolt-n-Java Coffee Cart will have coffee/specialty coffees/Danish/fruit/ etc. available for general purchase
- 10:00 – 2:30 pm - Inside Exhibit Hall –the “Jolt-n-Java” Coffee Cart will have coffee/specialty coffees/Danish/fruit/ etc. available for general purchase
- 9:30 am – 5:00 pm – Inside Exhibit Hall – Portable concessions & grill will be open for serving coffee, beverages/hamburgers/hot dogs/sandwiches/salads/snacks.

Thursday

- 7:30 – 9:30 am – Concourse D - Jolt-n-Java Coffee Cart will have coffee/specialty coffees/Danish/fruit, etc. available for general purchase.
- 10:00 – 1:30 – Jolt-n-Java Coffee Cart will have coffee/specialty coffees/Danish/cookies, etc. available for general purchase
- 9:30 am – 1:30 pm – Inside Exhibit Hall – Portable concessions & grill will be open for serving coffee, beverages/hamburgers/hot dogs/sandwiches/salads/snacks.

Please note: Times for food/beverage may change.

Food and Beverage

No outside food or beverages may be distributed by exhibitors, with the exception of individually wrapped candies.

Fire Regulations

Display of Motorized Vehicles

Displayed motorized vehicles shall comply with the following and may also have to comply with any additional rules and regulations required by the Reno Fire Department Fire Marshal:

1. No vehicle may be started or operated within any assembly building during show hours.
2. **Vehicles displayed inside a building or tent cannot contain more than ¼ tank of fuel or five (5) gallons of fuel whichever is less.**
3. **All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.**
4. **Batteries shall be disconnected. Connections shall be taped to prevent arching. A master battery disconnect switch is acceptable.**
5. Adding or removing fuel, on site, is prohibited.
6. Liquid petroleum fuel tanks shall be removed.
7. Vehicles shall not be moved during show hours.
8. Tents or trailers inside the exhibit hall must have a working smoke detector.
9. Due to the ceiling configuration at the Reno-Sparks Convention Center, apparatus extending the aerial will need to observe the height restrictions of 34 feet.

Exhibit Inspections

The Reno Fire Department will conduct compliance inspections during event. These inspections may include:

- A walk-through inspection with show management or its authorized representatives prior to the move in/set-up period.
- Inspection of the exhibits during move-in/set-up period.
- Once the exhibit has opened, periodic inspections may be made to insure compliance with all fire regulations.

Security

Roving outside perimeter security is provided on the following schedule by the Reno-Sparks Convention Center Security Staff:

Tuesday, October 6 - 7:00 pm until Wednesday, October 7 - 7:00 am

Wednesday, October 7- 7:00 pm until Thursday, October 8 - 7:00 am

Security inside the Reno-Sparks Convention Center will be provided at the exhibit hall entrance.

Tuesday, October 6 - 5:00 pm until Wednesday, October 7 - 7:00 am for exhibit hall security

Wednesday, October 7 – 7:00 am until 5:00 p.m. at exhibit hall entrance for badge checking

Wednesday, October 7 - 5:00 pm until Thursday, October 8 – 7:00 am for exhibit hall security

Thursday, October 8 – 7:00 am to 2:00 pm for badge checking

Every reasonable precaution will be taken to protect your property. However, neither the Nevada Fire Chiefs Association, Fire Service Manufacturers and Vendors Association, FireShowsWest educational partners, its official contractors, nor the management of the Reno-Sparks Convention Center is responsible for your property in the event of theft, accident, vandalism, or other causes of damage to property.

PRECAUTIONS

With your assistance, your company and the event can be assured of a successful show if you follow a few simple precautions:

BOOTH SECURITY AND SAFETY

1. If possible, do not leave your booth unattended during the set-up period and NEVER leave your exhibit unstaffed during show hours, even for a short period of time.
2. Run wire or cable through as many items as possible and lock.
3. Report any suspicious person(s) in the exhibit area to show staff.
4. Report any thefts to the show office immediately.
IF necessary, a uniformed police officer may be called in to make an official report.
5. Pack as quickly as possible at the close of the show. Under NO circumstances should you leave your exhibit space unattended during move-out. This is the time that presents the most potential danger of theft.

Booth Information

Booth Construction & Arrangement

No part of an exhibit shall extend outside of the exhibit space boundary. All materials and display products and services must be contained within space assigned to the exhibitor per the completed agreement.

The Reno Fire Department safety regulations in conjunction with the insurance carriers must be observed. Combustible materials, flammable oils or gases and explosive materials are not permitted without the written approval of the Fire Marshal.

No exhibit space may span an aisle by roofing or floor covering without the prior permission of FireShowsWest show management. ***No display nor its contents may exceed a height of 8 ft. nor may the side walls be higher than 3 feet.*** FireShowsWest Show management reserves the right at any time to change the location, size and display limits of the exhibit if it is in the best interest of the exposition. Raw wood, cardboard or similar material for wings to booths must be covered or painted if they are visible in adjacent booths

All floor space must be protected from any possibility of damage to floor finish, i.e., oils or other substances that could drip from apparatus and/or portable motors. **In addition, for the safety of the public, spray-on polish enhancement products (for tires, vinyl or rubber) may NOT be used in any building.**

Booth Equipment

Each 10 x 10 booth includes the following equipment:

8' high drape back wall and 3' high draped side rails.

General exhibit hall lighting, air conditioning and/or heating during exhibit hours.

Daily aisle cleaning.

Night time only perimeter security

*Electricity needs to be ordered through GES - ***see page 33 (Form A-3) of the Exhibitor Manual for more information.***

Booth Furnishings and Discounts – September 21, 2015 Deadline

Be sure to take advantage of the furniture discount available through GES before the **Sept 21 deadline.** ***FireShowsWest exhibitors may take advantage of our Optional Booth Package - Form A-3 - offering exhibitors a substantial savings for booth furnishings and electrical.*** Furnishings must be ordered by September 21 to take advantage of the discount. If you order furnishings onsite, you will not be given the discount rate.

Phone and Internet Service

All phone and Internet services are provided by Smart City through the Reno-Sparks Convention Center. If Internet services are needed by your company, please order directly with the provider.

Smart City
Phone: 775-827-7676
Cell: 775-221-1534

All other additional services are listed in the GES Exhibitor Manual.



***FSMVA Member Benefit
As a FSMVA member,
complimentary internet service
will be provided in the hall.***

Exhibitor Move-In and Set-Up

Move-In

Set-Up & Installation – Hall 4

Tuesday, October 6

7:00 a.m. GES on site to begin booth set-up in Hall 4

8:00 a.m. - 11:00 a.m. Apparatus and Freight Move-In

11:00 a.m. to 5:00 p.m. General Exhibit Hall Move-In

Doors will be locked after 5:00 p.m.

Booths will be available for general move-in at 11:00 a.m., Tuesday, October 6. **You may drive in and unload your equipment and materials on the concrete portion near your booth location of the exhibit hall until 2:00 p.m.** After that time, you may be able to drive into the exhibit hall--but NOT to your booth location. All vehicles must remain on the perimeter concrete portion of the show floor and you may hand-carry your materials or equipment to your booth since GES will be starting to install the aisle carpeting. A forklift and driver will be available during the day to assist you in moving and lifting materials. Costs for this service is outlined in the Exhibitor Manual.

Wednesday, October 7

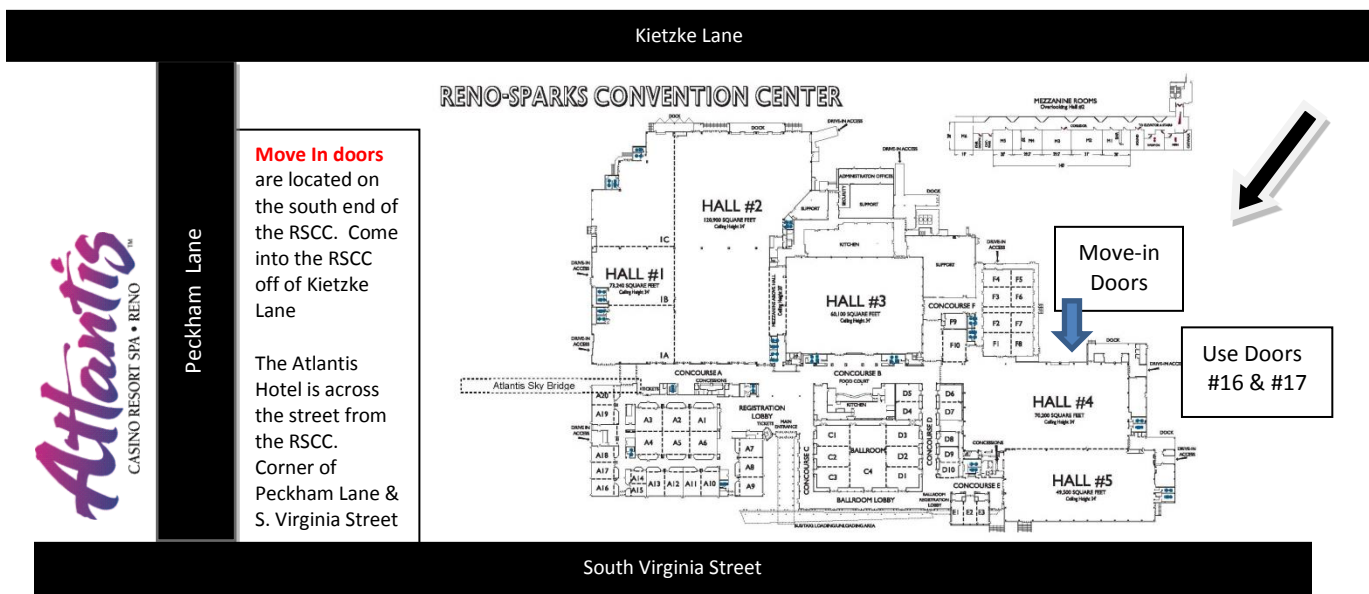
7:00-9:00 a.m. General Move-in. **However, all booths must be completely set up and ready for inspection by 9:00 a.m.**

Booth Dismantling

ABSOLUTELY no packing of equipment, literature or dismantling of exhibits until after the official closing of the show at 2:00 p.m., Thursday, October 8

As soon as the large apparatus are off the floor as well as the aisle carpet crates will be delivered by forklift to your booth and exhibitors will be able to drive other vehicles into the exhibit hall for loading.

All exhibits must be dismantled, packed and cleared from the Exhibit Hall by 5:00 p.m. Thurs., Oct 23.



Apparatus Move-In

All apparatus will be cleaned before leaving the staging area and ready one hour before move-in.

Washing instructions will be sent to each apparatus exhibitor prior to the show move-in. More information will be forthcoming.

NO silicon based cleaning products will be allowed in the Exhibit Halls.

Apparatus washing is available at the Reno Fire Station #3

FireShowsWest contact: Jo Anne Hill | 775-287-8363

Reno Fire Department contact: Division Chief Scott Baker | Ofc: 775-334-2315 | Cell: 775-250-7994

Location for Apparatus Detailing

Reno Fire Station #3

580 W. Moana Lane

Reno, NV 89509

775-689-2951

A detailing service is available through: High Desert Mobile Detail – 775-691-6907

Staging Area: The staging area will be located on the back side of Hall 4. The staging officer will be lining apparatus up in the order they will be entering the exhibit halls. Check with the staging officer for your place in line. Please be on time.

Apparatus move in time will begin at 8:00 a.m. Apparatus companies will be given specific times for staging and coordination of move in.

Definite staging times will be sent to each apparatus exhibitor by September 25, 2015.

Apparatus Move-in and Move-Out

The staging area will be located on the SOUTH side of the Convention Center – off of Kietzke Lane. Follow the signage off of Kietzke Lane to the convention center. There are TWO sets of roll-up doors for easy move-in. The staging officer will be lining apparatus up in the order they will be entering the exhibit halls. Check with the staging officer for your place in line. Please be on time.

Apparatus will move-out of the buildings in reverse order from move-in.

Apparatus move in time will begin at 8:00 a.m. on Tuesday, Oct. 6.

Apparatus Move-Out

Apparatus will move-out of the buildings in reverse order from move-in.

Material Handling & Shipping Highlights

Please refer to the **GES Exhibitor Manual** for in-depth shipping and material handling instructions. These instructions serve only as a guide to help minimize shipping issues.

Key Forms

- R-2 **Material Handling/Shipping instructions in the GES Exhibitor Manual**
- R-3 **Pre-Printed Outbound Material Handling Request Labels**
- R-5 **Advance Shipment Labels**
- R-6 **Direct Shipment Labels**

1. Ship equipment in locked trunks or crates, making sure all labels are properly filled out and displayed on the trunks and crates to be stored.
2. If cartons are used, be sure they are securely taped or banded. DO NOT mark the contents of the container on the outside.
3. Ship your materials with a qualified trucker or forwarder. Be sure to furnish your shipping company with accurate and complete bills of lading.
4. For large crates, exhibitors can use a common carrier or get a quote through GES Transportation Plus.
5. **For Advance Shipment** – You may begin shipping materials to arrive at GES’s warehouse beginning Tuesday, September 8 through Monday, September 28, 2015

For Direct Shipments - Your carrier can start delivering your shipments to the Reno-Sparks Convention Center on Tuesday, October 6th beginning at 8:00 a.m. When your shipment arrives, GES will be available to help off load the materials and move them into the Reno-Sparks Convention Center.

Cost for delivering materials to your booth by GES is:

\$57.15 cwt (minimum of 200lbs)

Please check the 2015 GES Exhibitor Service Manual – Page 20 – for other costs.

At the close of the show

1. Repack the shipping containers or crates
2. Label the shipment properly
3. Fill out a Bill of Lading Form (or pick up your Pre-Printed Outbound Handling Request Labels if you have filled out and sent in **Form R-3** to GES by **September 21, 2015**)
4. Exhibitor's carrier needs to check in by 4:00 p.m., **October 8, 2015**
5. Once your carrier arrives, GES will load the carrier with your shipment

**For all shipping questions, please call Terri at GES | Direct 775- 332-7042 | Cell 775-745-7612
If you are planning to use UPS or Fed EX - Please contact Terri for specific instructions.**

Material Handling & Shipping Highlights

ATLANTIS CASINO RESORT SPA - SHIPPING SMALL CONTAINERS OR BOXES DIRECTLY TO THE ATLANTIS BUSINESS CENTER – PLEASE ADDRESS THE PACKAGES AS FOLLOWS:

HOLD FOR:

Presenter or Guest Name, FireShowsWest Group and Date of Arrival

Atlantis Business Center
3800 South Virginia Street
Reno, NV 89502
775-954-4144

When shipping small boxes or containers to the Atlantis Hotel, you will need to claim them in the hotel's Business Center and pay any fees associated with the shipment. The Executive Business Center is open Monday-Friday from 7 a.m. to 6 p.m. For more information about our Business Center services, please call (775-954-4144.) *The Business Center is located next to the Catering Office on the 2nd Floor and adjacent to the arcade.*

Handling Fee

Shipping and handling fee will apply based on the weight of the package.

A couple of things to note:

- Packages will not be accepted more than 7 days prior to a group's arrival.
- To avoid delivery refusal, packages weighing more than 100 pounds, freight on pallets, truck deliveries other than UPS or Fed Ex, or large shipments of more than 10 packages must be arranged in advance. Please contact Jo Anne Hill, FireShowsWest, for additional information.

Exhibitors can contact the Bell Desk and ask them to pick up the shipment in the Business Center and bring it to the Reno-Sparks Convention Center.

There is a delivery fee the bell desk charges for delivering materials between the Atlantis and the Convention Center in addition to any business center handling fees. Exhibitors are responsible for any fees or gratuities associated with deliveries made between the Atlantis Hotel and the Reno-Sparks Convention Center.

Advance Shipments to GES Warehouse:

c/o GES Exposition Services
101 Panther Drive
Reno, NV 89506
USA

Advance Shipments should arrive on or between:

September 8 through September 28

Direct Shipments to Exhibit Site:

c/o GES Exposition Services
Reno-Sparks Convention Center
4590 S. Virginia Street
Reno, NV 89502
USA

Shipments should arrive ONLY on:

October 6, 2015; 8:00 AM - 5:00 PM

Hotel and Parking Information

HEADQUARTER HOTEL

Atlantis Casino Resort Spa
3800 S. Virginia Street Reno, NV 89502
775-825-4700 or 800-723-6500

The hotel is located on the corner of Peckham Lane and South Virginia Street. It is connected to the Reno-Sparks Convention Center via a Skybridge across Peckham Lane.

Hotel Rate: \$69.00 for a Deluxe Tower Room

Resort fee of \$15 per day

13% Room Tax

\$2.00 Tourism Surcharge Fee

Group Code: SFIRE15 | Cut-Off Date: Friday, September 11 2015

Free hotel parking • Unlimited local and 800/Toll Free Calls

- In-room coffee service • Boarding pass printing services
- In-room wired or wireless high speed internet

Hotel Property

Peppermill Resort Spa Casino
2707 South Virginia Street
Reno, NV 89502
Group Code:

**To book a hotel reservation, please call:
1-800-282-2444**

Group Code: *CFSHO15*

Group rates begin at

Peppermill Tower \$89.00

13% room tax +

\$15 resort fee +

\$2.00 tourism surcharge

Cut-off date: Friday, September 11

Shuttle Service Between Reno-Tahoe Int'l Airport and the Atlantis Hotel

The Atlantis Hotel offers guests a complimentary daily airport shuttle service between the hotel and the Reno-Tahoe International Airport from 4:30 am to 12 midnight. Upon your arrival at the Reno-Tahoe International Airport, proceed to the baggage claim area and follow the signage directing you to the general airport shuttle area to board the Atlantis shuttle.

Shuttle Service Between the Peppermill Hotel and the Convention Center

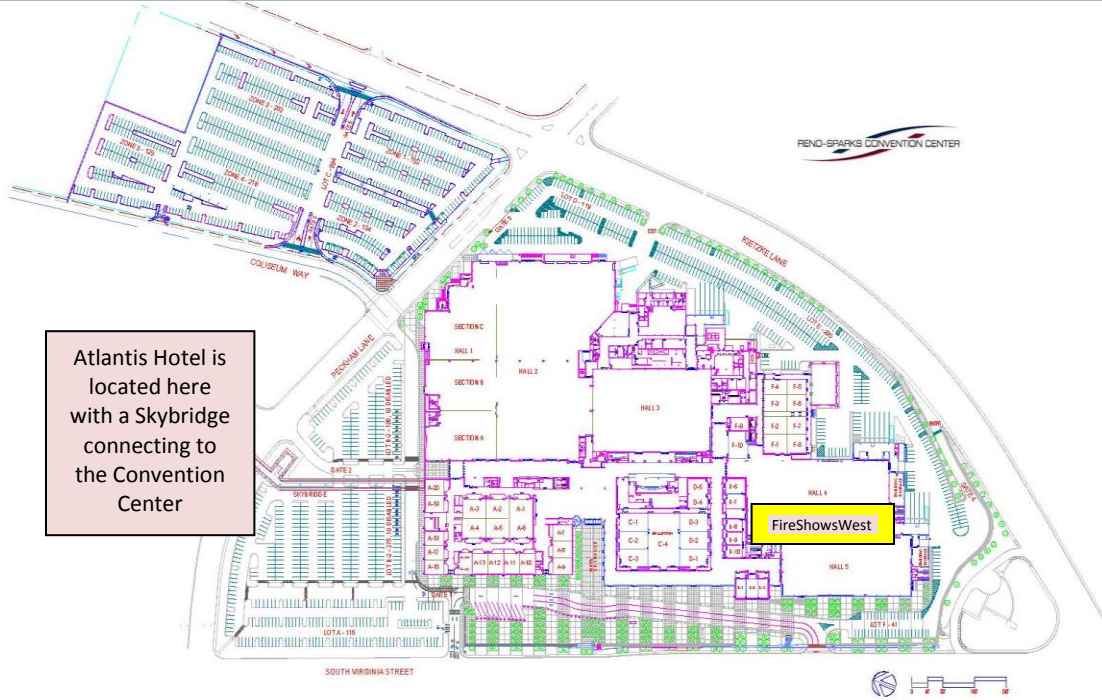
There will be limited shuttle service provided by the Peppermill Hotel to the Convention Center. Please check the shuttle times at the Peppermill's Bell Desk.

PARKING at the Reno-Sparks Convention Center

FREE Parking at the Convention Center this year!! There is plenty of surface parking located around the perimeter of the Reno- Sparks Convention Center.

FREE Parking at the hotel during our event!! For oversized vehicles that need a larger parking area, there is a large, surface lot near the Atlantis hotel on the corner of Peckham Lane and S. Virginia Street, **across the street** from a strip mall with a Burlington Coat Factory store.

Parking Information



2015 Exhibit Floor Plan

Floor plan subject to change prior to 10/6/2015
 Reno-Sparks Convention Center – HALL #4

PLEASE NOTE: SOME OF THE NUMBERING OF THE APPARATUS MAY CHANGE FROM THIS VERSION OF THE FLOOR PLAN.



FireShowsWest 2016

2016 Exhibit Commitment Form

The dates for the FireShowsWest 2016 will be

Tuesday, October 4, 2016	Exhibitor Move In
Wednesday - October 5, 2016	Exhibits Open (Times to be determined)
Thursday - October 6, 2016	Exhibits Open (Times to be determined)

A 2016 FireShowsWest **Exhibit Commitment Form Packet** will be distributed to all exhibitors at the FSMVA Annual Membership Meeting, Thursday, October 8 at 8:30 a.m. at the RSCC – Room D5.

In order to reserve your current space for FireShowsWest 2016, or to have the chance at moving to a different location, each company must complete and return the Commitment Form. The Commitment Form must be received no later than 30 days after the event.

2015 Important Dates and Forms

These are important forms for you to complete before the show. They can be downloaded on the FireShowsWest website www.fireshowswest.com – Exhibitor Info – Exhibitor Forms & Documents

Form Name	Date Due
GES - General Show Information	Check GES exhibitor service manual for various forms and dates
Advertising and Logos	August 15, 2015
Sponsorship Commitment	August 15, 2015
**Product Category Listing Form	August 15, 2015
**Exhibitor Badge Request Form	September 15, 2015
Door Prize Form	September 15, 2015
**Insurance Certificate Required for FireShowsWest	September 21, 2015
GES – Optional Booth Furnishings Discount Package (A-3)	September 21, 2015
GES – Payment and Credit Card Authorization Form (G-2)	September 21, 2015
**Required forms for FireShowsWest	