



MUTUAL AID BOX ALARM SYSTEM

MABAS - Illinois
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November 1, 2018

TO: Registered Training Summit Vendors

FROM: Glenn Ericksen, Fire Chief (ret)
MABAS-Illinois, CEO

RE: Training Summit Guidance

Please accept my appreciation and that of MABAS-Illinois for your continued support by assisting in our Training Summit sponsorship. We hope you will find this year's Training Summit a worthwhile venture for your business. Should you have thoughts on how we can improve next year's vendor's involvement – please share them with me while we are in Bloomington-Normal.

Please accept the following guidance regarding the summit:

- We are asking vendors to set up at the Marriott Bloomington-Normal in the Vendor Room beginning at 1:00 p.m. until 5:00 p.m. on Monday, February 25, 2019. Please review "Exhibit Rules and Regulations" for more information.

You can secure a hotel room at the Marriott Hotel, Bloomington-Normal at the vendor summit rate of \$139. **MABAS-Illinois does not cover the cost of vendor rooms.** Reservations should be made directly with the hotel via the vendor reservation link on the MABAS website.

BLOOMINGTON-NORMAL MARRIOTT HOTEL & CONFERENCE CENTER,
201 Broadway Avenue, Normal IL 61761

MABAS Vendors

Room Rate: \$139.00 per room per night for King/Double Queen room.

Reservation - Last Day to Book – **February 3, 2019.**

- We will be hosting two social events – Tired Travelers which you are invited to attend. The events will be in the Redbird "C" room next to where your displays will be set up. Attendees will have their breaks and snacks also set up in the room with the vendors. The Tired Travelers social events are:
 - o 6:30 p.m. – 9:00 p.m. Chiefs/Command Officers
Monday, February 25, 2019.
 - o 6:30 p.m. – 9:00 p.m. Dispatch Center Tele-Communicators
Wednesday, February 27, 2019.

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- Vendor display tear-downs are requested on Wednesday, February 27, 2019 between 11:00 AM and 12:30 PM for Chiefs/Command Training Summit Vendors – and 11:00 AM and 12:00 noon on Friday, March 1, 2019 for Dispatch Training Summit Vendors.
- Vendor display tables will be provided and are 8 foot long and 30 inches wide for Platinum Vendors and 6 foot long and 30 inches wide for Gold Vendors. Each vendor will be allowed approximately 3 feet around their table for display purposes. The vendor room will have approximately (30) tables utilizing the wall areas as well as tables placed throughout the center of the Vendor Room. There will also be room to allow for buffets tables, and portable bartender stands. Please keep this in mind when planning your display parameters. If you will have a need for electricity please contact MABAS-Illinois so we can insure you have electricity to your table.
- Vendor locations will be assigned by MABAS-Illinois staff and your table will be clearly marked for you upon arrival when setting up your display.
- If vendors have handouts that they would like included in the attendee packet, we will need 300 of each delivered to the MABAS-Illinois Office at 233 W. Hintz Road, Wheeling, IL 60090 – no later than Monday, February 4, 2019.

Your assistance, cooperation and support are appreciated.