

# THE CONFERENCE 2025

## Exhibitor Prospectus



**Come join us for the largest Emergency Management Conference in the country!**

**May 27 – May 30, 2025**



# TEXAS EMERGENCY MANAGEMENT THE CONFERENCE

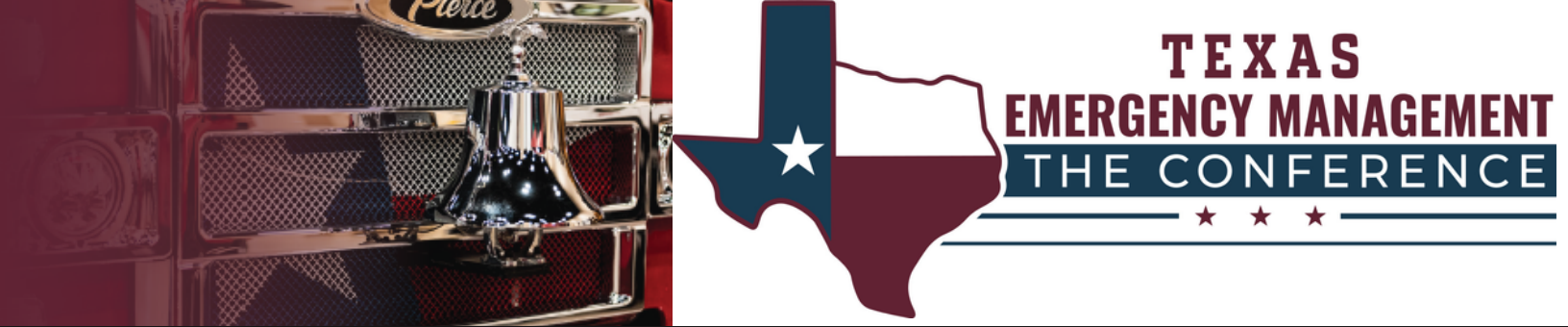
## Why Exhibit?

The 2025 Texas Emergency Management Conference (The Conference) – hosted by the Texas Division of Emergency Management (TDEM) takes place Tuesday, May 27 – Friday, May 30 at the Fort Worth Convention Center in Fort Worth, Texas. The exhibit hall opens Wednesday, May 28 for conference attendees and closes the afternoon of Thursday, May 29.

The Conference attracts over 3,500 elected officials, first responders, emergency managers and decision makers from across Texas. The Conference provides jurisdictions an opportunity to see and learn about innovative products and services from organizations such as yours. A large portion of The Conference’s success in 2024 was due to our exhibitors, and we certainly hope to include your organization among those that will help make The Conference better than ever this year!

Day	Date	Activity	Time
Tuesday	May 27	Vehicle Space Set Up	7 AM - 12 PM
		Booth Space Set Up	2 PM - 6 PM
Wednesday	May 28	Booth Space Set Up	8 AM - 10 AM
		Exhibit Hall Open	10 AM - 6 PM
Thursday	May 29	Exhibit Hall Open	8 AM - 2 PM
		Exhibit Hall Dismantling	2 PM - 11 PM

*\*Dates and times subject to change*



# Exhibitor Costs

## Booth Space

Size	Inner Tier	Middle Tier	Outer Tier
10'x10'	\$2,000	\$1,900	\$1,800
10'x20'	\$3,000	\$2,750	\$2,500
20'x20'	\$4,000	\$3,800	\$3,600

Each 10'x 10' booth provides:

- Three registrations (access to workshops included)
- One (1) 8' high back wall
- One (1) 3' high side drape
- One (1) 7" x 44" single-line identification sign
- One (1) 6' x 30" skirted table
- Two (2) chairs

This year exhibitors have the option to extend their booth to a max of 10'x20' in all tiers. Each 10'x20' booth will provide the same items as traditional 10'x10' booths with one additional chair (total 3).

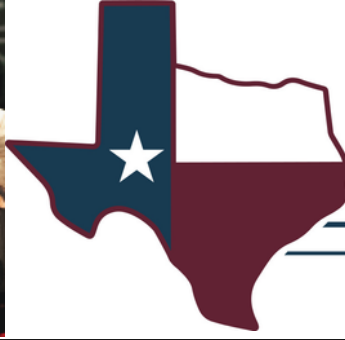
Note: Electrical power, network services and materials handling are not included. Additional booth registrations are available for \$50 per person (limit of 4). Extra registrations do not include access to workshops.

Each 20'x 20' booth provides:

- Four (4) registrations (access to workshops included)
- One (1) 8' high back wall
- One (1) 3' high side drape
- One (1) 7" x 44" single-line identification sign
- Two (2) 6' x 30" skirted tables
- Four (4) chairs

Note: Electrical power, network services and materials handling are not included. Additional booth registrations are available for \$50 per person (limit of 8). Extra registrations do not include access to workshops.

\*All booth set up will take place May 27. Booth Exhibitors may NOT set up early without explicit permission by the Exhibit Hall Coordinator. Booth Exhibitors must drop set up items in the front of the Convention Center (on Houston Street side), there will be no drop off in the annex area in back. Map will be provided in Exhibitor Kit.



## Exhibitor Costs Continued

### Vehicle Floor Space (No Booth)

Floor space is the area surrounding the draped and furnished 10'x10' and 20'x20' booths. It is open space intended for vehicles and trailers (e.g. ambulances, communications vehicles, mobile generators, portable lighting units, boats) as well as oversized displays such as medical tents that cannot fit within the traditional 10'x10' or 20'x20' booth spaces. The exhibit hall coordinator will approve all floor spaces.

**Floor Space price varies by pre-set size; please see map on our website.** This has changed from previous years: there will be no requests for space as all floor spaces are pre-sized. Please note that there is a maximum height restriction due to construction at the Convention Center outer doors. The **MAXIMUM HEIGHT** for any vehicle is 13.8'; Exhibit hall ceiling height is 25' for items that can be compacted for move in.

Each floor space provides:

- Two (2) registrations (access to workshops included)

Note: Tables, chairs, drapes, electrical power, network services and materials handling are not included. Additional floor registrations are available for \$50 per person (limit of 10). Extra registrations do not include access to workshops.



For additional information, to reserve a floor space, or to discuss any special requirements or circumstances, please submit email to Exhibit Hall Coordinator ([conference@tdem.texas.gov](mailto:conference@tdem.texas.gov)).





# TEXAS EMERGENCY MANAGEMENT THE CONFERENCE

## Guidelines

### Booth Assignment

Management reserves the right to make all final determinations of space assignments. All booths will be pre-set and priced prior to registration opening; no adjustments will be made to the map by request.

### Exhibit Content

TDEM or convention center management reserves the right to refuse rental of display space to any company or organization whose display of goods or services is not, in the opinion of management, compatible with the rules, regulations or general character and objectives of the conference. There will be no distribution of food or drinks of any kind, including samples. **No alcohol promotions are allowed including "business card drops or prizes".**

Management reserves the right to require an exhibitor to alter the exhibit before or during the show as management deems to be in the best interest of the show.

### Safety and Security

Exhibitors must follow all applicable rules and regulations of the City of Fort Worth and the Fort Worth Convention Center. All displays must be attended, well maintained and should not pose any safety risks to other attendees. TDEM is not responsible for the property of exhibitors or attendees. Exhibits and booths may not encroach in other booth space.

Exhibitors agree to follow all directions/instructions given by officials who will be directing vehicle traffic during exhibitor move-in and move-out. There will be no starting or movement of vehicles without the express permission of Exhibit Hall Coordinator.

### Damages

Exhibitors are liable for any damages caused by their equipment, activities, or display.

### No Assignment or "Subletting" of Space

Exhibitors may not permit or "sublet" all or any part of their assigned booth space for the use by another business or firm unless TDEM management has given prior written approval.

### Conference Hours and Exhibitor Functions

Exhibitors' booths will be open and fully staffed during all official exhibit hall hours. The Fort Worth Convention Center prohibits displays or demonstrations outside of the exhibit hall or convention center. TDEM prohibits early departures or disassembly.

### Installation and Removal of Exhibits

Exhibitor must install their exhibit before the official opening of the exhibit hall. Large Vehicles and Floor space will take priority during move in. Supply drop for booth spaces will be scheduled. TDEM prohibits installations after the floor opens to the public. Exhibits must be dismantled and removed as scheduled.

Arrangements for shipping or storing display materials can be made with the company contracted to manage logistics. More information will follow.



# TEXAS EMERGENCY MANAGEMENT THE CONFERENCE

## Guidelines Continued

### Payment-Due Date and Refund Policy

Full payment is due by May 1, 2025. If TDEM does not receive payment by this date, booth registration is canceled, and the booth becomes available to the next wait-listed vendor. If an exhibitor has paid and would like to submit a cancellation, they must do so in writing prior to the payment due date in order to receive a full refund. Exhibitors must submit cancellations in writing to: [omb@tdem.texas.gov](mailto:omb@tdem.texas.gov).

### Other Guidelines

Management reserves the right to change guidelines and to make additional guidelines as it deems to be in the best interest of the conference. Management has sole power to interpret and change guidelines.

Management reserves the right to require an exhibitor to alter the exhibit before or during the show as management deems to be in the best interest of the show. Failure to attend (without sufficient notice) may result in the exclusion of your group in future conferences.

### Badge Substitutions and Fees

After May 15, 2025, badge substitution requests will be managed onsite at the registration desk. A badge substitution fee of \$20 per badge will be charged.

### Conference Bags

Only registered conference exhibitors with full conference registrations are eligible to receive conference bags. Additional \$50 registrations will not receive conference bags.

### Lead Retrieval/Attendee List

TDEM does not provide lead retrieval or lead retrieval services.

### Services Information

Whether you are a private sector organization, state or federal agency, or entity doing business with a state or federal agency, you must make all arrangements for electrical, carpet, materials handling (including the unloading/loading of trucks), furnishings (including additional chairs and tables), and labor through the company contracted to manage logistics.

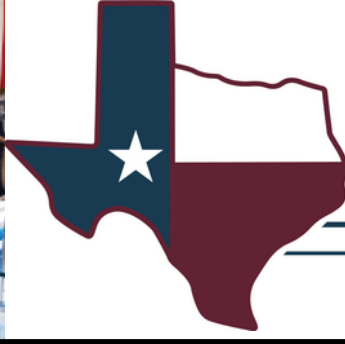
TDEM will not provide complimentary services for any real or perceived relationships with the division, the host city or participating jurisdictions.

### Exhibit Vehicles

All exhibitor vehicles on display are subject to a safety inspection by the City of Fort Worth Fire Marshal's Office. Vehicle batteries will be disconnected. Fuel tanks shall contain no more than  $\frac{1}{4}$  tank fuel. A reliable point of contact must be provided (name/organization/cell phone number) and a list will be maintained by the Exhibit Hall Coordinator.

There will be no tow vehicle parking provided.

**By registering as an exhibitor at The Conference 2025, you agree to all TDEM guidelines.**



## State, Local and Federal Agencies and Voluntary Organizations

State, local and federal agencies with emergency management-related responsibilities, as well as voluntary organizations are subject to space availability approval for a complimentary booth or floor space. Complimentary spaces are not intended for private sector companies.

TDEM will not cover the cost of any additional services such as electrical power, network services, additional furnishings, or materials handling.

The amount and location of complimentary booth and floor space provided will be dependent upon the nature of the request, availability of space, and TDEM's ability to accommodate the request. The TDEM Exhibit Hall Coordinator assigns all booth and floor spaces.

A representative of a non-profit agency or voluntary organization may contact the Exhibit Hall Coordinator and request a 10' x 10' booth or floor space (for vehicles/oversize displays) in the exhibit hall. Upon approval, the Exhibit Hall Coordinator will reserve a booth or floor space, and then contact the representative regarding registration approval and payment requirements for the assigned space. Approval is not guaranteed.

Although TDEM waives the cost of the booth or floor space, the organization is required to pay a \$50 registration fee for each person attending as an exhibitor. Access to workshops is not included with non-profit spaces but can be purchased separately by going to the conference registration web page (The Conference 2025).

A 10x10 non-profit booth will include one table and two chairs (electrical power, network services and materials handling are not included). Up to four non-transferable exhibitor registrations may be purchased for each booth. Up to eight non-transferable exhibitor registrations may be purchased for a non-profit floor space (for vehicles or oversize displays).

### For More Information

For more information about this document, please contact the Exhibit Hall Coordinator, at [conference@tdem.texas.gov](mailto:conference@tdem.texas.gov).

**\$15,000**

- 20x20 Booth
- Advertising on The Conference App
- Six (6) attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during The Conference
- Logo on select advertising
- Logo social media recognition
- Logo on The Conference posters
- Logo recognition on The Conference website

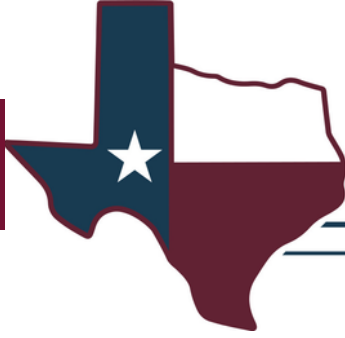
**\$10,000**

- 20x20 Booth
- Advertising on The Conference App
- Four (4) attendees for The Conference
- Three (3) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during The Conference
- Logo social media recognition
- Logo on The Conference posters
- Logo recognition on The Conference website

**\$5,000**

- 10x10 Booth
- Advertising on The Conference App
- Four (4) attendees for The Conference
- Two (2) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during The Conference
- Listing social media recognition
- Listing on The Conference Posters
- Listing on The Conference website



**Concert Sponsor  
(Three Only)****\$35,000**

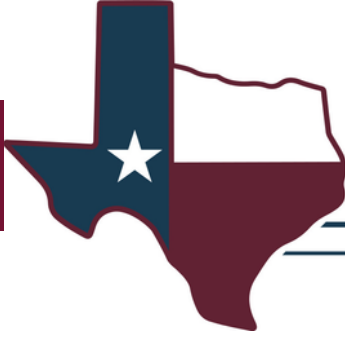
- 20x20 Booth
- Eight (8) attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo on all advertising
- Logo social media recognition
- Logo on event posters
- Logo recognition on event website
- Logo in arena during the concert

**Opening Session Sponsor  
(One Only)****\$20,000- SOLD**

- 20x20 Booth
- Eight (8) attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo on select advertising
- Logo social media recognition
- Logo on event posters
- Logo recognition on event website

**Luncheon Sponsor  
(Two Only)****\$20,000**

- 20x20 Booth
- Eight (8) attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo on select advertising
- Logo social media recognition
- Logo on event posters
- Logo recognition on event website

**Media Lounge Sponsor  
(One Only) \$20,000- SOLD**

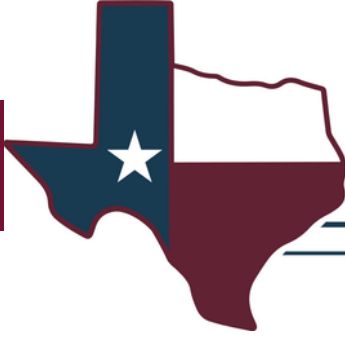
- 20x20 Booth
- Eight (8) Attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Logo wrapped on the wall of the Media Lounge
- Area is highly visible and used for on-site interviews
- Live recognition during the event
- Logo social media recognition
- Logo recognition on event website

**Remote SOC Sponsor  
(One Only) \$20,000- SOLD**

- 20x20 Booth
- Eight (8) Attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo wrapped on the wall of the Remote State Operations Center
- Logo social media recognition
- Logo recognition on event website

**Domestic Preparedness  
Podcast Booth  
(One Only) \$20,000**

- 10x10 Booth
- Eight (8) Attendees for The Conference
- Four (4) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo wrapped on the wall of the Podcast Booth
- Logo social media recognition
- Logo recognition on event website
- Company Ad placed on the Domestic Preparedness website during the Monthly May 2025 Journal
- Company Ad placed in three Weekly Brief publications sent to over 7K subscribers and participation in the Podcast during the Conference
- Company Ad announced on a pre-recorded Podcast or Article Out Loud
- Note: Podcast booth (area) will be located at the entrance to the vendor hall.

**TDEM Wi-Fi Sponsor  
(One Only)****\$15,000**

- 10x10 Booth
- Four (4) Attendees for The Conference
- Three (3) attendees to the Sponsors Reception with TDEM Leadership
- Live recognition during the event
- Logo social media recognition
- Custom password
- Logo on landing page

**Conference Bag Sponsor  
(Two Only)****\$15,000**

- 10x10 Booth
- Four (4) Attendees for The Conference
- Three (3) attendees to the Sponsors Reception with TDEM Leadership
- Logo on outside of bag alongside The Conference branding
- You can provide materials with your logo to place in the bags (optional)
- Live recognition during the event

**Conference Lanyard  
Sponsor (One Only)****\$15,000- SOLD**

- 10x10 Booth
- Four (4) Attendees for The Conference
- Three (3) attendees to the Sponsors Reception with TDEM Leadership
- All sponsors and attendees receive a lanyard
- Logo on conference lanyard
- Live recognition during the event

**For More Information**

For more information about Sponsorship Opportunities, please email Randy Vivian @  
[randy.vivian@tdem.texas.gov](mailto:randy.vivian@tdem.texas.gov)