



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
www.armyengineer.com

28 November 2011

SUBJECT: 2012 AEA Industry Vendor Exhibition at ENFORCE 2012

Dear Industry Executive:

The Army Engineer Association will host the 2012 AEA Industry Vendor Exhibit at Fort Leonard Wood, Missouri, from 17–18 April 2012. This is an excellent opportunity for your firm or agency to brand your products/services to senior U.S. Army Engineer leaders during this worldwide training conference.

Therefore, on behalf of BG Peter A. DeLuca, Commandant, United States Army Engineer School, and MG (Ret) Clair F. Gill, President of the Army Engineer Association, I invite your firm/company to provide an informational or equipment exhibit supporting overall engineer operations.

All exhibitors will receive a conference invitation which is required for full conference participation. Including, panels, discussion groups and keynote speakers throughout the conference.

DISPLAY LOCATION

The display area will be located in, or adjacent to, “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 square feet of uncarpeted air-conditioned display area and has access doors approximately 6 ft wide by 6.5 ft tall. Display items too large to be moved inside will be displayed in the parking lot adjacent to the Field House.

It is anticipated that equipment spaces will have no 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.

COST TO EXHIBIT

10' x 10' Booths	\$2,000 for AEA supporting firm members/bona fide government agencies \$2,400 for non-members
	All 10' x 10' booths must be carpeted, said carpet obtained from Paramount Convention Services.
20' x 20' Equipment Spaces	\$900 for AEA supporting firm members/ bona fide government agencies \$1,200 for non-members
	Equipment spaces can only be used to display trailers, boats, shelters, and motorized items.
Exhibition Fee Includes	<ul style="list-style-type: none"> • Booth space plus two exhibitor badges (badges must be worn during all conference events) • Standard 10' x 10' booth package: side and back drapes with company ID sign • Two buffet lunches per booth 17 and 18 April 2012 • Two continental breakfasts per booth 17 and 18 April 2012 • Two afternoons refreshment breaks per booth 17 and 18 April 2012 (non-alcoholic beverages) • Two Icebreaker tickets per booth 17 April 2012
Electricity	Due to the raising cost of electricity and labor, the Army Engineer Association this year will require exhibitors to purchase electricity. The cost is \$125 for a 120 volt, 20 amp single duplex receptacle. 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 16 April 2012. All displays must be set-up and operational by 08:30 am, 17 April 2012 and remain operational until 8:00 p.m. Displays will be operational from 08:30 a.m. to 5:00 pm on 18 April 2012. You may begin dismantling and removing displays from 7:00 a.m. until 1:00 p.m. on 19 April 2012. All displays and equipment must be removed by 1:00 p. m. on 19 April 2012 or a late fee of 50% of booth rental fees will be invoiced.

The Regiment's VIPs and Conference Attendees are scheduled to tour the exhibits on the afternoon of 17 April 2012. Coordination is being made with the Engineer, Military Police, and Chemical Schools, MANSCEN Staff, Director of logistics, to arrange schedules and transportation to ensure maximum attendance at the exhibition from 17-18 April 2012.

It is anticipated that USACE/DPW/MACOM conference attendees and students from classes in session also will 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. They will make hassle-free delivery to Nutter Field House on 16 April 2012. Paramount can be contacted at the following address, email, and phone number:

Paramount Convention Services
5015 Fyler Avenue
St. Louis, MO 63139
Email: info@paramountcs.com
Phone: 314.621.6677
Fax: 314.621.6416

To ship large pieces of equipment by truck, contact Julius Nutter at 573.329.6678/ Cell 573.774.9780 to notify him of the shipment. Then clearly identify the items as "AEA EXHIBIT 2012" on the bill of lading, to include company and individual responsible for ultimate delivery, and ship them to Army Engineer Association, Building 1067 (Nutter Field House, ATTN: Julius Nutter, Fort Leonard Wood, MO 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 16 April 2012. The Army Engineer Association will not accept packages weighing over 10 pounds.

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) or if exhibitor can not 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 25% 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 and can use the list of hotels included in this packet.

FORT LEONARD WOOD ENTRY PROCEDURES

You will need a government-issued photo identification (ID) card to enter Fort Leonard Wood. If the vehicle you are driving has a current Department of Defense (DOD) installation sticker, you will be admitted upon showing your ID card. If you are driving a rental vehicle without a DOD installation sticker, the security personnel will direct you to the adjacent information center where you will be issued a temporary visitor's pass. You will need to show your photo ID, proof of insurance, and the rental car agreement or current vehicle registration.

FOREIGN-OWNED COMPANIES/EXHIBITORS REQUIREMENTS

Due to the heightened security level on Fort Leonard Wood and foreign disclosure regulatory requirements, an official foreign visit request (FVR) must be submitted by foreign-owned companies desiring to exhibit. An official FVR must be submitted through the accredited Military Attaché assigned to their country's Embassy in Washington, DC. The request should be submitted before 28 February 2012.

The FVR for a one-time visit should mention the actual date(s) of visit, purpose of visit and type of involvement during the conference, anticipated level of information to be involved, name of company, visitor(s) name, etc. Your embassy can give you more detailed information on what is required for FVR consideration. Foreign-owned companies arriving without a FVR maybe denied access/participation and will not be given a refund.

NON-UNITED STATES PERSONNEL REQUIREMENTS

United States-owned companies must submit a list of non-United States personnel who will be participating as exhibit personnel to Victoria Palmer at the United States Army MANSCEN Foreign Disclosure Office. She can be contacted at the following phone number, fax, and email:

Phone: 573.563.4020

FAX: 573.563.4019

Email: victoria.palmer@us.army.mil

All vendors are required to sign a Vendor Demonstration/Product Display/"Free Service" Agreement prior to the event/being allowed to set up their booth(s).

VENDOR BINGO

We are planning to offer a special incentive for attendees to visit the vendor displays. AEA will use the vendor bingo card approach, which is a value-added, low-cost branding opportunity to enhance your company's booth attendance. If your company would like to participate by offering a special prize to be drawn for those who have qualified by completing the bingo card, please reply to us NLT 9 March 2012. All bingo prizes must be turned in to AEA by 12:00 p.m. on 16 April 2012 in order to participate.

POCs for this year's 2012 AEA Industry Exhibition:

CSM (Ret) Julius Nutter 573.329.6678 flw@armyengineer.com
1SG (Ret) Kent Porter 573.329.3203
FAX: 573.329.3203

I look forward to seeing your exhibit at our 2012 AEA Engineer Industry Exhibit. ESSAYONS!

Sincerely,



Julius B. Nutter
CSM, USA Retired
Director, Fort Leonard Wood Operations



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
www.armyengineer.com

10 October 2011

AEA REGIMENTAL CONFERENCE EXHIBITOR BENEFITS

Facts about the senior Engineer leader attendees:

- 80% make purchasing decisions for their organizations
- 20% make a final decision on the purchasing of a product or service
- 35% recommend a product or service to their higher headquarters
- 20% make purchasing decisions on products or services valued between \$5,000 to \$50,000
- 34% make purchasing decisions on products valued at \$50,000 or more
- They are senior-level decision makers for every type of Engineer organization throughout the Total Army
- They look to AEA vendors for the latest trends, solutions, products, services, and developments in the industry

The Army Engineer Association can give your company a branding opportunity to this important market. Our attendees are interested in the following products and services.

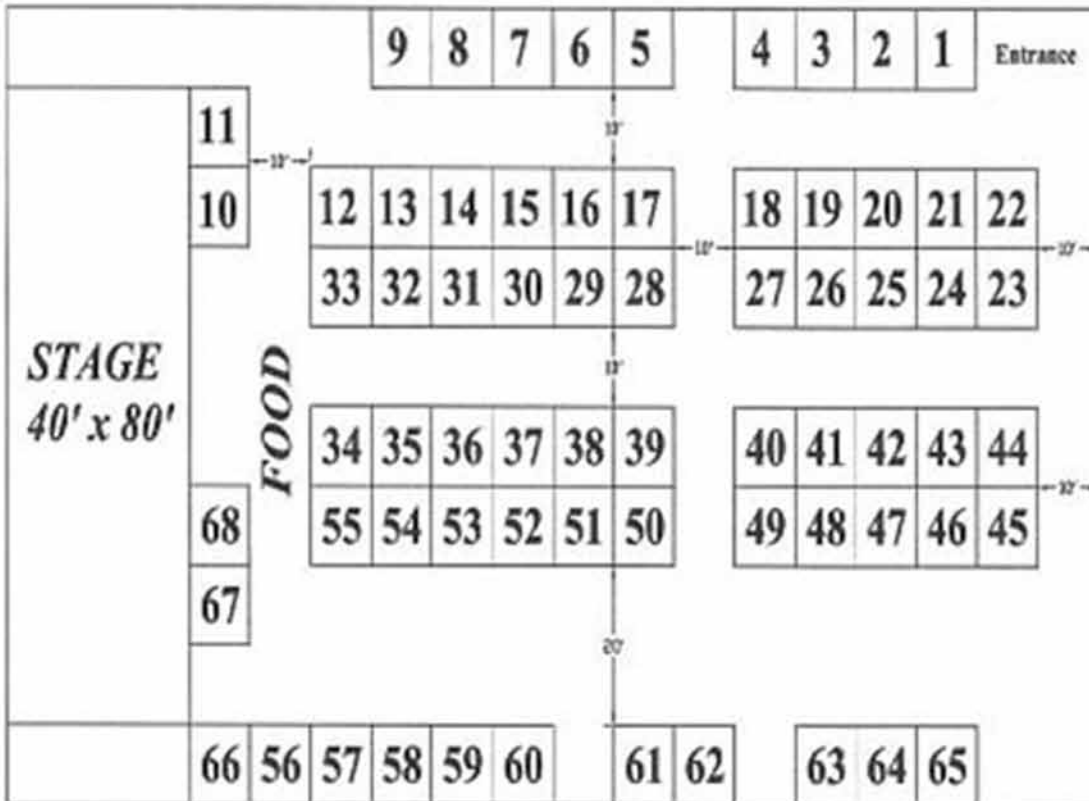
- Equipment and Tools 70%
- Environmental Products 50%
- Training Products 70%
- Construction Products and Services 60%
- Explosives 100%
- Force and Individual Protection Products and Services 100%
- Computer Software and Technology 60%
- Architecture Designs and Construction Expertise 50%
- IED and Countermine solutions 50%
- Homeland Defense 40%



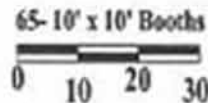
Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
 phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
 www.armyengineer.com

INDOOR BOOTHS



AEA
APRIL 17 & 18, 2012
FT. LEONARD WOOD
NUTTER FIELD HOUSE



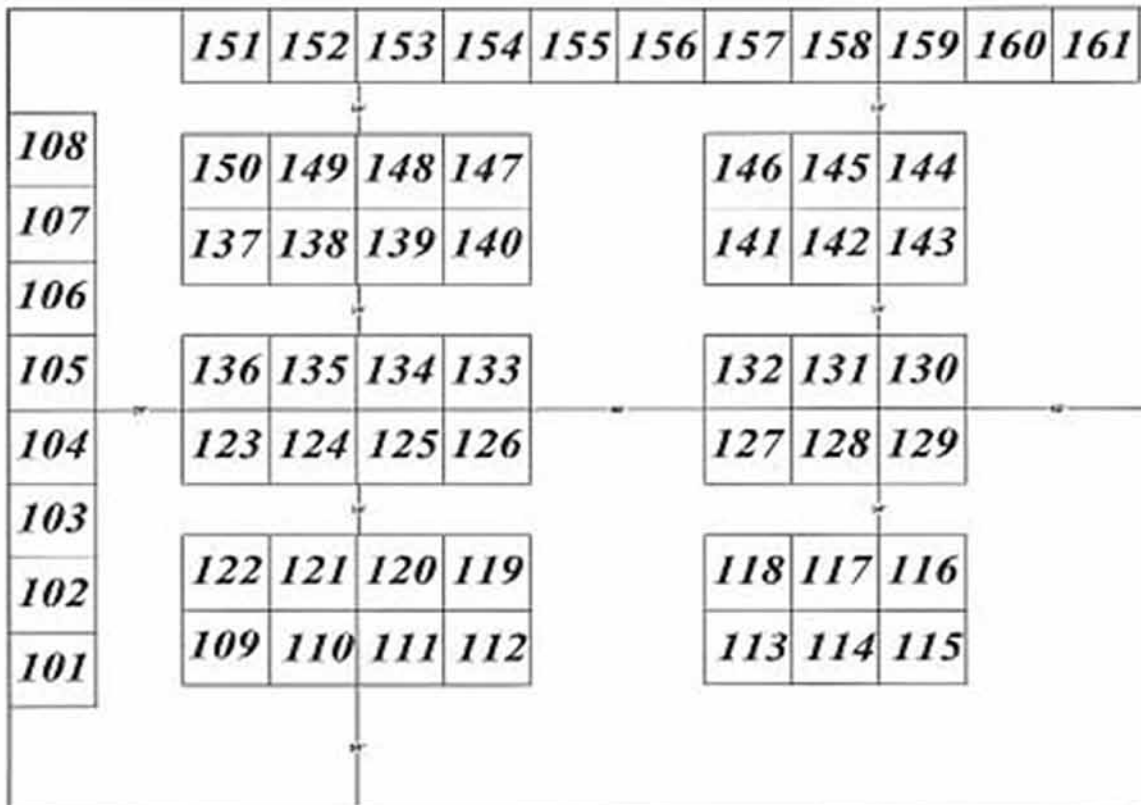
PARAMOUNT
 Convention Services, INC
 www.paramountcs.com
 314-621-6677
 Revision: August 30, 2011
 * Subject to Fire Marshal Approval



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
 phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
 www.armyengineer.com

OUTDOOR EQUIPMENT SPACES



AEA APRIL 17 & 18, 2012 FT. LEONARD WOOD PARKING LOT

61- 20' x 20' Booths

PARAMOUNT
 Convention Services, INC
 www.paramountsolutions.com
 314-621-6677
 Revised: September 12, 2011
 * Subject To Fire Marshal Approval



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
www.armyengineer.com

EXHIBITOR RULES & REGULATIONS

1. Exhibit space will be allocated on a first-paid, first-served basis. Priority will be determined by date of receipt of application for space accompanied by the required payment.
2. Applications for space must be accompanied by the full fee in order to guarantee the reservation. Booths for which payment has not been received will not be set up by the service contractor. All payments must be received by February 10, 2012. Reservations made after February 10, 2012, must be followed by payment within two working days. Unpaid booth reservations will be released for general sale.
3. Payments will be refunded, less 50% if written notice of cancellation is received by February 10, 2012. No refunds will be made for cancellation after that date.
4. The standard booth size is 10' deep by 10' wide unless stated or marked otherwise on the floor or in the exhibit prospectus. All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit route set forth by the fire marshal.
5. AEA adheres to IAEM standards. All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of and adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.
6. Exhibitors agree to abide by the installation and dismantling times set by AEA and have at least one person staffing the booth during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantling times without permission of the show manager will be assessed a fine equal to one half the booth fees and will not receive priority status on future events.
7. No Exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those purveyed by the exhibitor, with the exception that other proprietary may be used solely for the purpose of demonstrating the materials or services of the exhibitor.
8. Exhibition fees cover only those items described in the prospectus. Any other booth furnishings and equipment must be contracted through the official exhibition service contractor or the hotel/convention center, as indicated in the exhibitor's service kit.
9. AEA reserves the right to impose limitation on noise levels and any other method of operation which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.
10. AEA reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.
11. In the event that no representative of an exhibiting organization has claimed its space by 12:00 noon Tuesday, 16 April 2012. AEA has the right to resell or relocate the exhibit space.

12. 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 building, riots, strikes, acts of government, or acts of God) or if an exhibitor can not occupy the assigned exhibit space due to a reason beyond AEA's control, then AEA has the right to cancel the exhibit or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee, less 25% to cover exhibition costs incurred.
13. Neither the management of the host facility or AEA shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitors shall lease booth(s) at their own risk. Neither the management of the host facility, AEA or any other agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees.
14. The Exhibitor shall be liable to the host facility and/or AEA for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts of omission of the exhibitor.
15. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless AEA, the host facility, their officers, employees and agents against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees rising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including outside exhibit areas.
16. Exhibitor acknowledges that AEA does not maintain and is not responsible for obtaining insurance covering the exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
17. No photography is allowed without the permission of the show manager.
18. Children under the age of 18 must be supervised in the exhibit area at all times.



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
www.armyengineer.com

2012 AEA INDUSTRY EXHIBITION CONTRACT

COMPANY INFORMATION *(please print)*

Company Name _____

(as it should appear on all published conference material — limit 35 characters)

Address _____

City _____ State _____ Zip _____

Website _____

KEY CONTACT INFORMATION

Contact Name & Title _____

Contact Address _____

Contact City _____ State _____ Zip _____

Contact Phone Number _____

Contact Email _____

REPRESENTATIVES ATTENDING CONFERENCE

Each booth is allocated two representatives. Please list names as they should appear on name badges.

Representative #1 _____

Representative #2 _____

Additional representatives attending conference (\$200 per representative; a maximum of two additional badges may be purchased)

Representative #3 _____

Representative #4 _____

BOOTH CHOICE

Booths are reserved on a first-come, first-served basis once payment has been received.

Please see the attached floor plans for booth locations.

Inside Booth Choices: First _____ Second _____ Third _____ Fourth _____

Outside Booth Choices: First _____ Second _____ Third _____ Fourth _____

CONTRACT AGREEMENT

We hereby apply for exhibit space at the Army Engineer Association 2012 Industry Exhibition to be held at Nutter Field House, Fort Leonard Wood, MO, on April 17–18, 2012, and agree to abide by all the rules and regulations set forth in this prospectus. We understand that this is not a contract until officially accepted by the Army Engineer Association. The full rental fee must accompany this agreement. Fees will be refunded (minus a 50% cancellation fee) if written notice of cancellation is received before February 10, 2012. No refunds will be made on or after February 10, 2012.

Accepted by Exhibitor: _____

Signature

Title

Date

Accepted by AEA: _____

Signature

Title

Date

One Corps

One Regiment

One Team

“Preserving the Pride”

BOOTH REGISTRATION FEES

10' x 10' Booths

Supporting Firm Member \$2,000
 Non-Supporting Firm Member \$2,400

20' x 20' Booths

Outside Equipment Booth
 Supporting Firm Member \$900
 Non-Supporting Firm Member \$1,200

Booth Fee: _____ @ \$ _____ ea = _____
 Electricity: _____ @ \$125 ea = _____
 Additional Attendee: _____ @ \$200 ea = _____
Total Exhibit Fee: \$ _____

CREDIT CARD AUTHORIZATION

Visa MasterCard American Express Discover

Credit Card # _____ Exp. Date _____ / _____

Cardholder Name _____

Cardholder Billing Address _____

Cardholder City _____ State _____ Zip _____

Authorized Signature _____

MAIL TO:

Army Engineer Association
 P.O. Box 634
 Fort Leonard Wood, MO 65473

FAX TO:

573.329.3203



**U.S. DEPARTMENT OF THE ARMY
MISSION AND INSTALLATION CONTRACTING COMMAND
INSTALLATION CONTRACTING OFFICE
FORT LEONARD WOOD, MISSOURI**

VENDOR DEMONSTRATION/PRODUCT DISPLAY/"FREE SERVICE" AGREEMENT

_____, hereinafter referred to as the "Vendor," is authorized to conduct a demonstration, product display, or "free" service at Fort Leonard Wood, Missouri, subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR "FREE" SERVICE (DESCRIBE)

LOCATION OF DEMONSTRATION, DISPLAY, OR SERVICE

Nutter Field House, Bldg. 1067

DATE(S) AND DURATION OF DEMONSTRATION, DISPLAY, OR SERVICE

17–18 April 2012

The parties to this document agree as follows:

1. Vendor demonstrations, product displays, and "free" service are conducted for the sole purpose of demonstrating the capability of particular items or services and not for fulfilling mission requirements for an interim time frame. The examination and demonstration of items or service will in no way, expressed or implied, obligate the U.S. Army to purchase, rent, or otherwise acquire the items demonstrated, displayed or furnished. Normally, Vendors will have sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration, display, or service. On occasion, it may be desirable to furnish certain supplies and/or equipment from Government assets to support Vendor demonstrations. These supplies and/or equipment will not be furnished unless approved by proper U.S. Army authority. The Vendor agrees to repair, replace or fully reimburse the Government for any damage or loss incurred while the supplies and/or equipment are in his/her possession or use. Manufacture, transportation, maintenance, and demonstration of items shall be accomplished without cost to the U.S. Army. Demonstrations shall be conducted by an authorized representative of the Vendor furnishing the items or services for demonstration. U.S. Army personnel will neither demonstrate nor endorse Vendor's products. The U.S. Army assumes no cost or obligation, expressed or implied, for damage to, destruction of, or loss of such equipment, or for damages or injuries resulting from the submission to the U.S. Army of defective items for demonstration. The Contracting Officer is the duly authorized representative of the Government for purposes of this agreement.
2. The Vendor understands that any data provided by the Vendor becomes the property of the U.S. Army, and the Vendor does not possess a proprietary interest in any of the data provided.
3. The Vendor will not file any claim against the U.S. Army or otherwise seek compensation for any equipment, materials, supplies, information, or services provided.
4. The U.S. Army and the Department of Defense are not bound or obligated to follow any recommendations of the Vendor. The United States Government is not bound, nor is it obligated, in any way to give any special consideration to the Vendor on future contracts.

5. In the event the U.S. Army agrees to provide any Government-owned supplies for use by the Vendor, the following statement becomes a part of this agreement:

"GOVERNMENT-FURNISHED PROPERTY"

- a. The Government will deliver to the Vendor, for use only in connection with this agreement, the property described below (hereinafter referred to as "Government-Furnished Property").
- b. Title to Government-Furnished Property shall remain with the Government. The Vendor shall maintain adequate control of Government-Furnished Property in accordance with good business practices.
- c. Unless otherwise provided in this agreement, the Vendor, upon delivery of any Government-Furnished Property, assumes the risk of, and shall be responsible for, any loss thereof or damage thereto; any Government-Furnished Property consumed in the performance of this agreement is reimbursable to the Government.
- d. Description (include nomenclature, including model and serial numbers, as applicable):
Current Market Value: \$ _____ N/A _____

GOVERNMENT SPONSOR INFORMATION

Sponsoring Organization: Army Engineer Association
Responsible Individual: Julius B. Nutter
Phone Number: 573.329.6678

SIGNATURES

VENDOR: _____
Type or Print Name of Vendor

BY: _____ Date: _____
Signature of Vendor Representative

Type or Print Name and Title of Vendor Representative

The United States of America

BY: _____ Date: _____
Signature of Contracting Officer

Type or Print Name of Contracting Officer



Army Engineer Association

P.O. Box 634 Fort Leonard Wood, MO 65473
phone: 573.329.6678 fax: 573.329.3203 email: flw@armyengineer.com
www.armyengineer.com

RECOMMENDED HOTELS

Comfort Inn	573.336.3535
Fairfield Inn	573.336.8600
Hampton Inn	573.336.3355
Holiday Inn Express	573.336.2299
Red Roof Inn	573.336.2570
Baymont Inn	573.336.5050
Motel 6	800.460.8356
Candlelight	573.451.2500
Microtel Inns & Suites	573.336.7705
Super 8 Motel	573.451.2888
Liberty Lodge	573.336.3121
Quality Inn	573.451.2535