

PARADE *Grounds* Exhibition Guidelines

PARADE *Grounds* provides members of fire prevention bureaus and agencies an exhibit-hall atmosphere for the recognition, exchange and demonstration of available fire, rescue, and emergency medical services fire prevention and life-safety resources.

GUIDELINES

- ⇒ PARADE organizations are encouraged to feature “show and tell” one-only items; requests for these items can be filled upon your return home.
- ⇒ In addition, PARADE participants may bring non-PARADE organization ideas, programs, etc.
- ⇒ No commercial vendors are allowed (special caution on sale items!) PARADE *Grounds* is of, by, and for PARADE members.
- ⇒ Mail and/or bring items you are willing to share (consider enclosing a packing list)
- ⇒ Shipping period: March 21-April 22. Shipping address is on the Requirements Form.
- ⇒ For questions, clarification, or coordination information, contact your Regional PARADE representative or Mr. John (Dennis) Gentzel at the USFA on 1-800-238-3358, x 7574; 301/447- 7574; or via e-mail at john.gentzel@dhs.fema.gov
- ⇒ Clearly identify any specific support or action required of USFA staff before your arrival
- ⇒ A Requirements Form with instructions is attached for your use.
- ⇒ We must know of your specific support requirements by April 22.

USFA/NFA ON-SITE SUPPORT

- ⇒ Exhibit area set-up and tear-down in J Building
- ⇒ Exhibit Booth signs will be provided for (10 PARADE Regions, USFA offices, and partner agencies, etc.) If your PARADE region/organization has its own signage, you are welcome to bring it.
- ⇒ Limited computer hardware/software will be available (see Computer Information below)*
- ⇒ Limited duplication prior to the Conference (max pages: 4; max number of copies: 250, must be clean single-sided 8 ½” x 11,” stapling available)
- ⇒ Electricity and hook-ups for A/V and computer equipment will be available
- ⇒ Two, 5’ long tables and 3 chairs for each Regional exhibit booth will be provided
- ⇒ Easels w/pads and markers will be provided
- ⇒ A special PARADE *Grounds* “Post Office” with supplies and mailing services (allowing for direct mailing [no-cost mailing labels provided] of materials collected from the exhibition) will be provided to participants
- ⇒ Exhibit Security, Housekeeping, and miscellaneous supplies (tape, clips, pins, scissors, etc.) will be provided.

COMPUTER INFORMATION All computers have Windows 7; Office 2010 (Word, Power Point, Excel, Access). Internet access is available upon request. All external media to include USB devices must be scanned before attaching to any FEMA computers. Instructor computers are attached to a projector and audio systems.

SPECIAL NOTES: Limited computer assistance from USFA support staff will be available. However, the Student Computer Lab in Building D will be open daily from 6:30 a.m. until 11:00 p.m., with technical support personnel available Monday-Thursday from 5 p.m. - 9 p.m., and Saturdays, from 8 a.m.-Noon. PARADE participants are welcome to bring their personal computers, printers and other table-top equipment **for which they are responsible.**

EXHIBIT SET-UP/TEAR DOWN

The PARADE *Grounds* exhibition will be held on Monday, April 29, from 10:00 a.m. until 12:00 (Noon). Adequate time will be available for you to set up before 10:00 a.m. and tear down your PARADE *Grounds* exhibits after Noon. At the conclusion of the exhibition, please plan on leaving one copy of any leftover materials for USFA’s Learning Resource Center (LRC).

PARADE *Grounds*: Sample Items for Exhibiting

- Things relating to prevention, protection, life safety, counter terrorism measures
- Things that are known to work well
- Things that are one-of-a-kind, novel, or innovative
- Event-specific reports or questionnaires
- Fire investigation techniques/practices
- Technology:
 - Use of electronic devices for inspections (i.e., PDA's)
 - Data collection process
 - Analysis tools
 - Videos
 - CDs
 - GIS tools
- Job aids, Public education and awareness materials
 - New ideas in teaching children about fire prevention
 - Multicultural, interactive educational methods for kids
 - Campus fire safety (issues and resolutions)
 - Juvenile fire setting intervention programs/techniques
- In-house training programs
 - For new employees
 - For personnel newly assigned to prevention duties
- Checklists for various activities
- Documentation of challenges/successes with commercial fire sprinkler installations
 - Promotion initiatives
 - Legislation developed
 - Writing ordinances
 - Using templates
 - Educating the public
 - Case studies
 - Legal issues
 - Statistics
 - Community plans
- Code-making processes
- Inspecting hazmat storage areas
- New fire-resistant materials available
 - Chemicals
 - Intumescent paints
- Fireworks/pyrotechnics safety
- Indoor flame effects of propane gas (theaters, night clubs)
- Fire prevention case studies (start to finish)
- Wildland-urban interface
- Grant writing challenges and successes

PARADE Grounds Exhibition Requirements Form

IMPORTANT: Requirements must be analyzed and consolidated into an all-encompassing exhibiting plan in order to ensure proper USFA technical support. Therefore, your close attention, cooperation, and adherence to this form and the submission deadline are important and appreciated. (see below)

AGENCY/DEPARTMENT: _____ Date: _____

CONTACT NAME: _____ Title: _____

TELEPHONE: () _____ FAX: () _____ E-mail: _____

Our organization wishes to show/promote/handout the following:

Our exhibit support requirements are:

A) Prior to *PARADE Grounds* (items being sent in advance; limited duplication needs; etc.)

B) During *PARADE Grounds* (indicate quantity of any item needed)

- 110v electrical outlets _____
- 35mm slide projector available at podium in exhibiting area _____
- slide projector trays (80 slot) _____
- overhead projectors _____
- easels w/paper pad & markers _____
- ½" VHS videotape player/monitor _____
- Computer _____
- *PC with Internet connection _____

➤ Other _____

***For computerized demonstrations only. Please identify nature of computer presentation planned and indicate any special support required.** (Word processing/typing may be done at the campus student computer lab, Building D).

PLEASE COMPLETE AND RETURN THIS FORM TO JOHN DENNIS GENTZEL, BY APRIL 17, 2013
[1] By Mail---Send to John D. Gentzel, G Building, 16825 S. Seton Avenue, Emmitsburg, MD 21727, or
[2] You may fax it to: Dennis Gentzel at 301-447-1102, or
[3] You may request an electronic form from Dennis Gentzel at john.gentzel@dhs.gov

Shipping Information: National Emergency Training Center
Attn: John Gentzel
16825 S. Seton Avenue
Emmitsburg, MD 21727