



Dear Vendor:

The State Capital Area Fire Fighters Association will again be hosting its annual fire school in Topeka. It is scheduled for March 14-18, 2018 at the Ramada Inn Hotel. We are inviting you to be a participant in our vendor display to the largest gathering of fire personnel in the State of Kansas. We again anticipate over 500 firefighters registered for classes at this excellent school.

Our anticipation for displays will include booths/tables and the opportunity to show any apparatus in our exterior display area. With the overwhelming response that we have for our school we will need to limit vendors to a 4 table/booth space. If you choose to bring an apparatus an indoor booth is required. Your participation contributes highly to the experience and learning of the attendees. We thank you in advance for that.

**Setup times for vendors are:**

Thursday, March 15 from 4 pm until 8 pm and again on Friday morning, March 16 until 10 am.

**Vendor Display times are:**

Friday, March 16<sup>th</sup> from 8 am through 6 pm or later to facilitate the Vendor display night.

Saturday, March 17<sup>th</sup> from 8 am through 5 pm.

We will have the **Vendors Night** with refreshments on Friday night starting at 5:30pm. We hope all will be active participants. As in the past we will have door prizes and ask for each of you to contribute an item or so for the prizes.

Please complete and return the enclosed Vendor Participation form along with your payment. Please be sure to indicate your needs for electricity. The form may be faxed or emailed in advance of payment.

As always, thank you for your support of the Kansas fire service. Please feel free to contact me.

Sincerely,

Karl W. McNorton, Chief, Soldier Township Fire Department  
Vice President, SCAFFA