

EXHIBITOR INFORMATION SHEET

Wisconsin Business Education Association Convention
Holiday Inn Convention Center ♦ Stevens Point, WI
September 24-26, 2009

Booth Cost

- Registration price: \$200
- The deadline for all registration materials is August 31, 2009
- \$100 is non-refundable in the event of a cancellation before August 31, 2009
- Sorry, but no refunds August July 31, 2009

Included in Registration

- 8' x 10' booth with back and side draping
- 8' skirted table with two chairs
- Identification sign with company name
- Company name in conference program
- Two complimentary convention registration passes

Assignment of Space/Additional Materials

- The WBEA convention committee reserves the right to assign exhibit space.
- Electrical outlets are not included in the booth cost.
- An exhibitors' kit including information regarding the rental of extra materials and equipment through the exposition service will be sent at a later date.

Exhibit Setup and Hours

- Set-Up: Thursday, September 24 from 10:00 a.m. – 2:00 p.m.
- Exhibit hours: Thursday, September 24 from 2:30 p.m. – 5:30 p.m.
- Exhibit hours: Friday, September 25 from 7:30 a.m. – 3:00 p.m.
- Take Down: Friday, September 25 from 3:00 – 5:00 p.m.

Liability and Insurance

- It is expressly understood and agreed that the Wisconsin Business Education Association shall not be liable for loss of or damage to, goods or property of the exhibitors.
- Exhibitors shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the WBEA Convention.

Hotel Accommodations

- Exhibitors are responsible for making their own hotel accommodations; however the hotel will extend the convention rate to all exhibitors. Please mention WBEA when making your reservation.
- Hotel: Holiday Inn Convention Center, Stevens Point, Wisconsin.
- Reservations may be made by telephone at 715-344-0200; the hotel's website is www.holidayinn.com.

Contact Information

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