

DOUBLE HEADER



Wisconsin EMS Association | 2019
Conference and Exposition Hall

2019
JANUARY
EXHIBITOR
PACKET

EXHIBITOR AGREEMENT 2019

DOUBLE HEADER JAN 2019 EMS CONFERENCE & EXPO

a.k.a. Working Together Emergency Services Midwest Conference and Exposition

Lessor: Wisconsin EMS Association

Address: 26422 Oakridge Drive, Wind Lake, WI 53185

Telephone: (414) 755-2774 Fax: (414) 431-8744

Email: wemsa@wisconsinems.com

1. Submission of contract constitutes agreement to provide payment in full and is nonrefundable for cancellation or no-show.
2. Payments are accepted by credit card (3% processing fee applies) or check. After January 3, 2019 registration for booth space may only be made using a credit card.
3. The exhibit area will be used solely for the purpose of display and/or sales of the product or service listed in the company information. Subleasing or booth space sharing is not allowed without the prior approval of the Wisconsin EMS Association.
4. No portion of the display into or otherwise encroach upon any other booth space, aisle, walkway, public area or rise above the show floor by more than 15 feet; and that no alterations be made to the exhibit area without the consent of the Lessor.
5. The exhibit area shall be kept in a clean condition.
6. No food or beverages products will be sold or handled out from the booth space without prior approval. Only food vendors are allowed to hand out their own products. All other items must be purchased from the WCD vendors.
7. Lessee shall hold harmless the Wisconsin EMS Association Board of Directors, Conference Committee, Wisconsin Center/Wisconsin Center District, or any of their agents for any liability, or personal injury to themselves or their agents, and/or loss or damage to personal property or company property during any portion of the conference.
8. Lessee will be allowed to set up their booth space on Wednesday, January 16, 2019 between 8:00 a.m. and 4:00 p.m. and no other time. All vehicles must be placed by 7 p.m. Wednesday evening.
9. Preferred booth location will be selected by the Lessee at time of booking. Changes to the layout of the exposition hall and/or location of the booth may be made at any time at the discretion of the Wisconsin EMS Association. Exhibit hall floor layout will not become final until mid-January 2019 unless otherwise indicated.
10. All WCD buildings are "non-smoking" facilities, and smoking is not permitted inside any of the building. We do not restrict smoking on outdoor areas of our premise, and are grateful for everyone's help in preventing litter and inconvenience to others. Please inform exhibitors, production personnel and others about this policy.

11. The premises must be vacated by 5:00 p.m. on Saturday but not before official show close on that date. A \$200.00 fee may be assessed if booth is vacated prior to official show close on Saturday.

12. WCD has an "open loading dock" policy, which provides both show management and exhibitors freedom to use their own labor or hired services to unload equipment from trucks and to set up and dismantle exhibits and other show needs.

13. The use of hazardous materials is not permitted without the written approval of WCD and the City of Milwaukee Department of Neighborhood Services. Targeted Hazardous Materials include but are not limited to: open flames, hot coals, natural gas hook ups, compressed gas cylinders (such as propane and acetylene), gasoline, radioactive material, and/or any flammable combustible or toxic liquid, solid or gas. The use of hazardous materials is not permitted without the written approval of WCD and the City of Milwaukee Department of Neighborhood Services. For more information contact WCD.

14. Materials used in the construction of displays must be fire retardant or resistant and are subject to the approval by the City of Milwaukee Department of Neighborhood Services and WCD management. Exhibitors are responsible for the safe construction and maintenance of their displays. Show management is responsible for all event equipment and participants.

15. Lessee shall notify the Wisconsin EMS Association and obtain written authorization by WCD management and the City of Milwaukee building Inspection Department for exhibit booths which have closed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet. These require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The City of Milwaukee Department of Neighborhood Services requires such booths to be equipped with portable fire extinguishers.

16. This rental payment entitles the Lessee to use booth space, booth package items as specified, and if indicated, electrical service or booth carpeting at the additional charge specified. Conference sessions, meal functions, banquets or other conference functions are no part of this agreement.

17. Any cash and carry product sales must be approved in writing by the Wisconsin EMS Association prior to exhibiting at the conference.

18. Any termination of this contract by the Lessee does not constitute a refund of booth space fees.

19. Any use of Wisconsin EMS Association's or Working Together conference name or logo(s) to promote an exhibitor's business, product on site or off site event/party, during the week of the conference, is prohibited without prior written authorization.

20. Onsite marketing activities to promote on-site or off-site activities or events is strictly forbidden.

21. Soliciting of business, distribution of samples, literature and posting of signs or banners is permitted only within the perimeters of your own booth. Contact the Sales Manager for available literature distribution opportunities.

This document is a copy of your electronically agreed Terms and Agreement via WEMSA's Vendor Portal.

Please save for your reference and records.

EXHIBITOR PERSONNEL & GUEST REGISTRATION

All exhibitors **MUST** register their booth personnel as well as any additional guests provided with their designated Expo Hall passes. Expo Hall passes are to be used for booth personnel and any additional guests that you may invite.

Standard Booths (10x10, 10x20, 20x20) – Have 5 Expo Hall passes

Vehicle Booths (20x30 and above) – Have 10 Expo Hall passes

Additional Expo Hall passes may be purchased by notifying our Sales Manager, Alan DeYoung at Alan@WisconsinEMS.com

All exhibitor personnel and guests MUST be registered by December 31st, 2018.

To register your booth personnel and guests (for badges) and/or to purchase the Conference Tracker Lead Retrieval, please use the following link to register:

<http://www.conftrac.com/wemsa-jan19/exhibitor>

CONFERENCE TRACKER/ ATTENDEE TRACKER Mobile Lead Retrieval

We are partnered with Engineerica www.engineerica.com (aka Conference Tracker) to provide our Exhibitors/ Sponsors with a view to capture leads anytime and anywhere in our conference on either an Android or iOS device.

Please see the official flyer from Conference Tracker on the features and benefits.

CONFERENCE TRACKER PRICING	EARLY REGISTRATION	REGULAR REGISTRATION	ON-SITE REGISTRATION
FIRST LICENSE	\$127	\$149	\$187
ADDITIONAL LICENSES	\$89	\$112	\$149

2019 JANUARY EXHIBITOR SCHEDULE

WEDNESDAY, JANUARY 16TH

8:00 A.M. → 7:00 P.M. Helicopter/ Vehicle ONLY Set-up

8:00 A.M. → 2:00 P.M. Helicopter Set-up

2:00 P.M. → 7:00 P.M. Vehicle Set-up

THURSDAY, JANUARY 17TH

8:00 A.M. → 3:00 P.M. Standard Booth Set-up

**5:00 P.M. → 7:00 P.M. Expo Hall Grand Opening
(Exhibit Time)**

FRIDAY, JANUARY 18TH

11:15 A.M. → 12:30 P.M. Exhibit Time/ Lunch

1:45 A.M. → 3:30 P.M. Exhibit Time/ Expo

SATURDAY, JANUARY 19TH

11:45 A.M. → 1:45 P.M. Exhibit Time/ Lunch

2:00 P.M. Exhibitor Breakdown

WISCONSIN CENTER SERVICES/ ORDER

For information about our venue space, how to order additional services such as telecommunications, electrical, and mechanical services, please use the attached Wisconsin Center District order form and **send in to the contact listed on the form.**

All telecommunications, electrical, and mechanical service orders must be in by December 31st, 2018.

For information about audio visual equipment rental, please use the attached Wisconsin Center District order form and **send in to the contact listed on the form.**

All Audio Visual orders must be in by December 31st, 2018.

For information about our sign and banner hanging at our venue space, please use the attached Wisconsin Center District order form and **send in to the contact listed on the form.**

All sign and banner hanging orders must be in by December 31st, 2018.

Power Strips, Extension Cords, Extra Chairs, and Extra Tables will be handled by our booth vendor and can be ordered by contacting our **Sales Manager, Alan DeYoung** at Alan@WisconsinEMS.com.

All additional booth supply orders must be in by December 31st, 2018.

WISCONSIN CENTER BOOTH CATERING/ MENU

For information about ordering food or beverages for your booth, please contact the Wisconsin Center District Catering Manager found on the Booth Menu Form attached.

All catering orders must be in by December 14th, 2018.