

# 2012 Early Childhood Conference

## Request for Exhibit Space

### April 13-14, 2012

#### I. Exhibit Hours:

Setup - 8:00 a.m. - 3:30 p.m., Friday, April 13, 2012  
Open - 3:30 p.m. - 7:00 p.m., Friday, April 13, 2012  
Open - 7:30 a.m. - 5:30 p.m., Saturday, April 14, 2012  
Takedown - 5:30 p.m. - 6:30 p.m., Saturday, April 14, 2012

#### II. Vendors expectations of the University of Wisconsin-Whitewater:

1. Supply a booth space (size as indicated on floor plans)
2. Supply a back curtain per booth (8' with wall/stage booths, 3' for other booths)
3. Supply 3' side rails per booth
4. Supply one (1) 30" x 6' skirted table per booth
5. Supply additional skirted tables as pre-ordered by vendor
6. Supply one electrical outlet per vendor
7. Assign booth space for each vendor
8. Supply name badges

#### III. The University of Wisconsin-Whitewater's expectations of the vendor:

1. Supply own power strip if needed (appliances drawing heavy loads, such as ovens and other high wattage items are discouraged)
2. Park in the loading dock areas only while loading and unloading, not during set-up and takedown
3. Unload and load own displays and merchandise
4. Setup own displays and merchandise
5. Booths must be setup by 3:30 on April 13.
6. Store boxes under tables and take empty boxes to dumpsters
7. Provide own booth personnel (coverage will not be supplied by ECC or UW-W)
8. Provide appropriate storage for perishable items
9. Provide appropriate paper products for consumable items (plates, paper towels, etc.)

#### IV. To keep the exhibit halls in a orderly and safe fashion, the following responsibilities must be met:

1. You must stay within your rented booth(s) space (**nothing** in the aisles or exits)
2. Booths must be open during the exhibit hours: 3:30-7:00 p.m., April 13  
7:30 a.m.-5:30 p.m. April 14
3. Take down cannot take place before 5:30 p.m. on April 13 without the permission of the Exhibit Coordinator
4. Sales can take place only during **OPEN** exhibit hours
5. All cardboard boxes being left on site after the conference must be broken down and placed in the proper recycling bins behind the Hamilton Center by the vendor

Please fill out the following form carefully and completely and return with a check for the total, most expensive choice (I will refund the difference if I assign you to a lesser value). Please make copies for your records.

Name of Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Representative(s) \_\_\_\_\_

attending the \_\_\_\_\_

conference (*Please* \_\_\_\_\_

*print names as you* \_\_\_\_\_

*wish them to appear* \_\_\_\_\_

*on a namebadge*) \_\_\_\_\_

What type, and how many, subs would you like (limit 3/vendor) on Saturday?

Vegetarian \_\_\_\_\_ Chicken \_\_\_\_\_

### Booth Choice

*\*Limit of three booths per vendor\**

Use the numbers on the enclosed diagrams!

My first choice is \_\_\_\_\_

My second choice is \_\_\_\_\_

My third choice is \_\_\_\_\_

My fourth choice is \_\_\_\_\_

My fifth choice is \_\_\_\_\_

My sixth choice is \_\_\_\_\_

Number of booths \_\_\_\_\_ @\$150.00 each=\$ \_\_\_\_\_

Number of extra tables \_\_\_\_\_ @ \$25.00 each=\$ \_\_\_\_\_

Total enclosed \_\_\_\_\_ =\$ \_\_\_\_\_

Please make the check payable to **University of Wisconsin-Whitewater** and send to:

Eric Field, Exhibit Coordinator  
Continuing Education Services  
Roseman 2005, UW-Whitewater  
800 West Main Street  
Whitewater, WI 53190

I have read and understand the expectations and responsibilities stated in this document.

\_\_\_\_\_  
Signature of the lead sales representative attending the conference