

3rd Annual WYAA State Conference on Afterschool Programs Exhibitor Resource Center: Application to Participate



**October 17 & 18, 2011
Hilton Garden Inn & UW Conference Center
Laramie, WY**

Company Name : _____

Exhibiting Name (if different): _____

Main Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Briefly describe your product or service: _____

Please list any special accommodations you may need: _____

Table Selection

Table selection in the Resource Center will be assigned by the WYAA Leadership Team when full payment has been received along with Application to Participate.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Quantity	Exhibitor Type	Rate
	Business/Corporation Table 2.5' x 8' table w/skirt and 2 chairs in Resource Center	\$200 for first table Second table for \$100
	Nonprofit Table 2.5' x 8' table w/skirt and 2 chairs in Resource Center	\$100 for first table Second table for \$50
	Presenter Table 2.5' x 8' table w/skirt and 2 chairs in Resource Center	\$50 for first table Second table for \$25
Total		\$

Exhibitor fee includes company listing in our conference brochure & website link. Fee also includes participant registration, including meals, for one person. Exhibitors will need to register as an exhibitor and additional attendees will need to register as a participant for the Conference. Please see the section below for registration information.

Conference Registration

Starting August 15, 2011, you can register your exhibitor booth for the conference. Please visit our conference website or use the link provided to access the registration site:

<http://www.wyafterschoolalliance.org/FeaturedEvent.aspx>

The registration process will also allow you to register additional participants and arrange hotel accommodations. All major credit cards are accepted; if you are paying for your booth with a check, please see the information in *Application & Payment Delivery*.

If you have any questions regarding the registration process please contact our offices at:

kprimrose@wyafterschoolalliance.org or (307) 335-9922

Cancellation and Refunds

SEPTEMBER 16, 2011 DEADLINE

To request a refund please email kprimrose@wyafterschoolalliance.org or mail a request for refund letter to the address below. All refunds prior to September 16, 2011 will be subject to 20% administrative fee. All cancellations received after September 17, 2011 will be non-refundable.

Application and Payment Delivery

I will be paying by: Check Credit Card

If paying with a check, please submit application and payment to:

Wyoming Afterschool Alliance
ATTN: State Conference
626 Washington Street
Lander, WY 82520

If paying with a credit card, please submit application to: kprimrose@wyafterschoolalliance.org or by fax at (3047) 332-4412.

After completion and receipt of the following information you will be notified via email for booth selection & given any additional information:

Resource Center Application
Full Payment for your table(s)
Full payment for 2-day Conference registration for additional attendees

QUESTIONS? Please contact Kathryn Primrose at kprimrose@wyafterschoolalliance.org or (307) 335-9922 with any questions or concerns.

WYAA Resource Center Information and Regulations Agreement

Thank you for your interest to exhibit at the 3rd Annual WYAA State Conference on Afterschool Programs! Below is information to help you and your organization make the best of this year's Resource Center showcasing opportunities.

Dates and Location

This year's WYAA State Conference on Afterschool Programs will be held October 17 and 18, 2011 at the Hilton Garden Inn & UW Conference Center in Laramie, WY. The Resource Center will be located in the Ballroom Lobby at the Hilton.

Check-In and Set Up

Exhibitor check-in and set up will be available Monday, October 17 from 9:30am to 11:00am. All exhibitors must check in at the Registration Table to receive their Conference ID badge, Conference guide and booth assignment. All exhibitors must have an Exhibitor Agreement on file and full payment made prior to check-in.

Booth breakdown will be on Tuesday, October 18 from 3:00pm to 4:40pm. All exhibitors must use this time to remove exhibits and process all shipping and handling requests as needed.

AV Requests

All audio visual requests, such as electrical outlets and internet connections will be handled on an individual basis and on a first-come, first-served basis. Space is limited so please request any necessary audio visual needs as soon as possible by contacting Kathryn Primrose at:

kprimrose@wyafterschoolalliance.org

We want to make sure your experience with us is the BEST! With full-time WYAA staff available to help you through the entire process, you can be assured that your experience with us will be rewarding for you and your organization. If at any time you have questions or concerns regarding your experience with the WYAA please let us know.

WYAA Resource Center Information and Regulations Agreement

Terms of Agreement

1. You may only do business during the Resource Center hours and only in the designated Resource Center location. You may not distribute items or materials from any other location during the Conference without the consent of the WYAA Conference Staff. Please inquire about Sponsorship Opportunities if you wish to expand your advertising reach.
2. You may not display any objects that disrupt or obstruct adjacent Resource Tables. This includes signs, and other objects in pathways, on walls or anywhere outside your designated booth location. You may not use aisles or hallways to perform in or promote products without the prior consent of the WYAA Conference Staff.
3. You shall not create excess noise that is disruptive to fellow Resource Tables or Conference participants. The WYAA Conference Staff reserves the right to deem what is excess and is the only authorized party allowed to mediate noise complaints. Additionally, no music or demonstrations are permitted during any of the keynote sessions.
4. Any requests, questions and grievances during the Conference should be directed to the designee(s) at the Conference Registration Table during Conference hours.
5. The WYAA Conference is not liable for loading, unloading or placement of any materials in the Resource Center. You may only move materials safely to and from the Resource Center during the times allocated and in accordance with WYAA Conference Staff and the Hilton Garden Inn.
6. Shipment of materials to and from the Conference is the responsibility of the exhibitor. You are responsible for all fees associated with the shipment of materials and all regulations set forth by the WYAA Conference and the Hilton Garden Inn.
7. The WYAA Conference is not liable for any exhibitor sales during the conference. All sales and negotiations are the responsibility of the exhibitor and the purchasing party including: financial transactions, agreements or contact information.
8. Exhibitors acknowledge and agree that projections of conference attendance are estimates only, and that no guarantees can be made or person held liable for such estimates.
9. Exhibitor agrees not to sublet space to any parties not registered as a WYAA Conference Exhibitor under this agreement. All Exhibitors must be registered with the WYAA Conference and wear conference identification at all times.
10. Exhibitor must adhere to rules and regulations of the Hilton Garden Inn at all times. Any questions regarding these regulations can be directed to the Registration Table during Conference hours.

Information and Terms of Agreement

Liability

The exhibitor hereby agrees to assume full responsibility and liability for all damages, losses, injuries, costs, expenses and claims related to exhibitor activities during the 3rd Annual WYAA State Conference on Afterschool Programs. In addition, the exhibitor further agrees to hold harmless all sponsoring organizations of the WYAA State Conference; including ServeWyoming and the 21st Century Community Learning Centers. From any and all damages, losses, injuries, costs, expenses and claims during the event. In no event shall the sponsoring organizations be liable for incidental, indirect or special damages, or losses of profits arising from activities during the conference under this agreement. Exhibitor is responsible for all damages or losses during exhibitor hours of leased booth, table and/or borrowed materials.

It will be the discretion of the WYAA Conference Staff to return deposits and/or refunds for all reasons. The sponsoring organizations will not be responsible for any expenses occurred by exhibitors during the conference or before and after in the event of conference cancellation.

The exhibitor representative signing the agreement will be the only authorized contact person in regards to rights and decisions relating to the WYAA Conference.

Agreed for Company/Agency Name: _____

Name (Please Print): _____

Authorized Signature: _____

Please sign and retain a copy for your records. Please return signed agreement along with Resource Center Application to:

WYAA State Conference

Send by mail:

Wyoming Afterschool Alliance

626 Washington Street

Lander, WY 82520

Send by email:

kprimrose@wyafterschoolalliance.org

Send by fax:

(307) 332-4412