



July 18 – 20, 2017
(Exhibitor Expo - July 18 & 19)

Morgantown Event Center
and
Morgantown Marriott at Waterfront Place
Morgantown, WV

**Exhibitor/Sponsor
Information
Packet**

wvstc.com



Dear Exhibitor/Sponsor,

You are cordially invited to showcase your company's product and services at WVSTC 2017 Conference to be held July 18 – 20, 2017 at the Morgantown Event Center and Morgantown Marriott at Waterfront Place in Morgantown WV. The conference will be an excellent opportunity to make K-12, higher educational and state agency contacts.

The Vendor Expo at WVSTC 2017 will provide vendors the opportunity to showcase their products for approximately 500 attendees from around the state. As an exhibitor, you will enjoy the following:

- Approximately 28% of the attendees are first-timers
- High visibility/accessibility to both conference attendees and the public
- Participate in the exhibitor track as a WVSTC 2017 presenter

Enclosed you will find information to begin planning your exhibit and the deadlines you will need to remember. If you are not the person responsible for your company's marketing/exhibit plan, please pass this document on to that person.

WVSTC 2017 is the perfect setting to display and share your most advanced solutions with our diverse customer base. Limited exhibit space is still available, reserve your spot now. If you have any questions, please call WVNET at 304-293-5192 x 249.

We look forward to seeing you on the show floor!

Sincerely,

Karen L. Saffron
Conference Coordinator

Exhibitor Information

Exhibitor Benefits

- **Direct Access to more than 500 Participants:** The Conference is large enough to assure widespread exposure, yet intimate enough to ensure lasting impressions.
- **High Traffic Area:** Exhibits will be set up in the Morgantown Event Center with hospitality events held in the Event Center every day to ensure high traffic and high visibility.
- **Pre-conference and Onsite Visibility:** Your company listing with a hotlink will be on the Conference web pages. Also, a complimentary listing of your company will appear in the final Program.
- **Special Sponsorship Opportunities:** Sponsorships are designed to maximize your company's exposure and profitability.
- **Attendee Contact Info:** Pre and post lists of attendees that allow sharing of contact info.

Booth Package and Cost - standard booth package includes:

- A 10' x 10' carpeted booth area
- One (1) 8' x 3' skirted table with two chairs, standard electrical service with one outlet
- TWO (2) complimentary exhibitor registration badges, includes all meals and breaks for two (2) registered Reps
- One (1) company listing in the Conference Program including company name, address, phone number, contact name with email address and company web address
- Wireless Internet communications
- Company logo displays with other exhibitors throughout the conference venue

Exhibitor Registration:

- Commercial company or organization
 - \$850/booth (**Early Bird 1** on or before April 30) – \$950/booth (**Early Bird 2** May - June)
 - \$1050/booth (**Regular Registration** - July)
- Non-profit/Government or non-exhibiting exhibitor
 - \$425/booth (**Early Bird 1** on or before April 30) – \$475/booth (**Early Bird 2** May - June)
 - \$525/booth (**Regular Registration** - July)

Additional conference registrations may be purchased for \$75 per exhibitor representative when you register your company online. Register additional Reps, to an already existing registration, by calling 304-293-5192 x 249 or 258.

Booth spaces are assigned on a first-come, first-served basis. Priority will be given to major conference sponsors.

Important Dates for Exhibitors Today

February 1, 2017 - Register
wvstc.com

February 1, 2017
'Call for Proposals' Opens

June 30, 2017
100% cancellation policy after this date

July 14, 2017
Full Payment of Booth Fee Deadline

(No refunds)
July 18 – 20, 2017 (**Vendor Expo - July 18 & 19**)
Conference Dates

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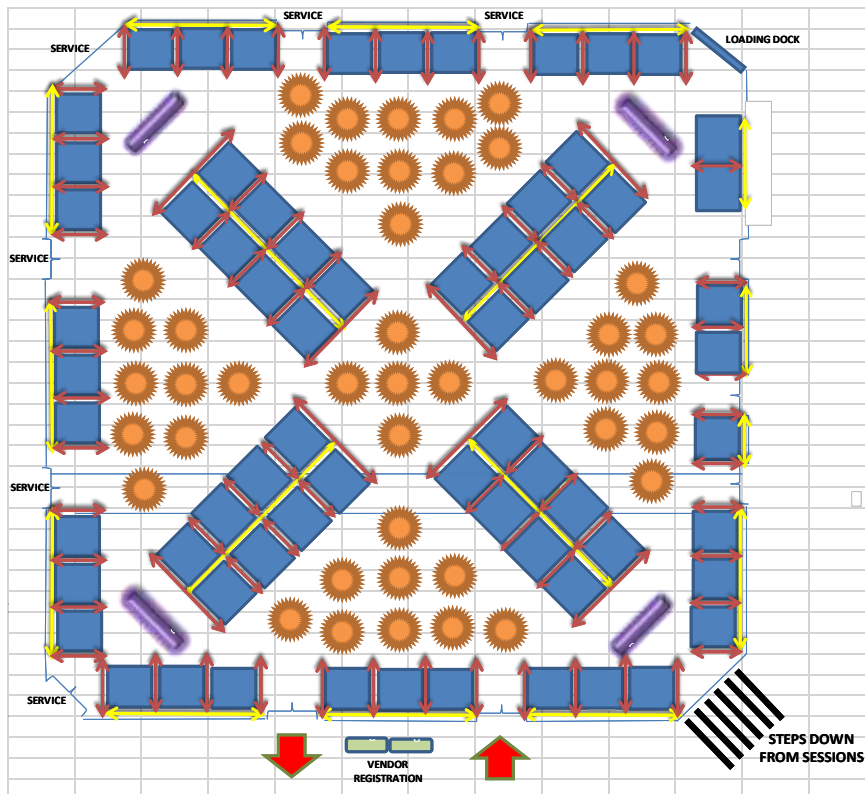


Exhibitor Schedule

Early set-up	Monday, July 17	3:00 pm - 5:00 pm
Exhibitor move-in	Tuesday, July 18 All exhibits must be ready by 11:00 am	7:30 am – 11:00 am
Trade show hours	Tuesday, July 18 Wednesday, July 19	11:30 am – 5:00 pm 7:30 am – 3:30 pm
Exhibitor Reception	Wednesday, July 19	2:00 pm – 3:15 pm
Exhibitor move-out	Wednesday, July 19	3:30 pm

Tuesday's sessions will break in the afternoon for a break in the Morgantown Event Center. **Wednesday the Conference will host an exhibitor reception from 2:00 pm – 3:15 pm. At this time, all booths are required to be open and attended to participate in this event.** We respectfully ask that exhibitors not begin to tear down before 3:30 pm on this day.

Morgantown Event Center (MEC) - Floor Plan



Sponsorship Opportunities

WVSTC 2017 has a wide variety of sponsorships available to help promote your company's presence at the conference. Each sponsorship is designed to meet your budget requirements, and increase your company's visibility both at the conference and throughout the year. If you do not find the right sponsorship for your company, the conference organizers may be able to tailor a unique program to meet your objectives.

Premium Level Sponsorships

Platinum Sponsorship - \$5,000 (three available)

- Recognition at the Opening Session, acknowledgment in the on-site Conference Program Guide and in the exhibit hall
- Four (4) complimentary conference registrations, includes admission to all meals provided
- Special sponsor name badges for exhibitor personnel
- Enhanced website recognition
- Complimentary *premium* exhibit space (double booth)
- Your company name and logo will appear on an 8' x 3' prominently placed welcome banner along with other Platinum Sponsors
- Full page B/W ad in the Conference Program – information provided by your company

Gold Sponsorship - \$3,500 (six available)

- Recognition at the Opening Session, acknowledgment in the on-site Conference Program Guide and in the exhibit hall
- Two (2) complimentary conference registrations, includes admission to all meals provided
- Special sponsor name badges for exhibitor personnel
- Enhanced website recognition
- Complimentary *premium* exhibit space (single booth)
- Your company name and logo will appear on a 6' x 3' welcome banner along with other Gold Sponsors
- A one half (1/2) page B/W ad in the Conference Program – information provided by your company

Silver Sponsorship - \$2,000 (ten available)

- Recognition at the Opening Session, acknowledgment in the on-site Conference Program Guide and in the exhibit hall
- Special sponsor name badges for exhibitor personnel.
- Enhanced website recognition

Featured Attraction Sponsorships

Take advantage of these tremendous opportunities to grab the attention of WVSTC 2017.

Technology Infrastructure Sponsorships

- **Hardware/Software Loans:** If your company would like to provide projection, computer equipment, please let us know. Hardware/software contributors are thanked in each of the locations where donated products are used. Our on-site equipment team will take responsibility for ensuring that your donation is handled with care, while in our hands. Must be a registered Exhibitor.

Meal and Coffee Break Sponsorships

Free food is a major bonus for WVSTC attendees - and coffee is their liquid energy. Sponsor breakfast, lunch, reception or a coffee break for the WVSTC 2017 conference.

Tuesday's Opening Luncheon Sponsorship

Open the Conference with a quality luncheon for all attendees. Prime booth space and prominent signage provided.

- \$2,000 (4 available)

Tuesday's Afternoon Break

This break follows the Opening Keynote. Signage recognizing your company as the sponsor, will be displayed at the time of the break.

- \$500 (5 available)

Wednesday's Luncheon Sponsorship

Meet and greet attendees, speakers and exhibitors by being one of the sponsors of this event. Prime booth space and prominent signage provided.

- \$2,000 (4 available)

Wednesday's Continental Breakfast Sponsorship

Know this is more than just coffee and doughnuts! Your company will benefit from the added exposure. Prime booth space and prominent signage provided.

- \$1,000 (4 available)

Wednesday's Vendor Reception Sponsorship

Sponsor this high-profile, festive event and you will have the opportunity for a 5 minute welcome. This sponsorship definitely positions you as a leader in the field. Prime booth space, your company logo-napkins and prominent signage provided.

- \$2,500 (4 available)

Advertising Sponsorships

****Due to Federal regulation, E-rate service providers may not participate in sponsorships which allow branding. This would include all employees, officers, representatives, agents, independent contractors or directors of the service provider.**

**Conference Pen

Attendees will use this item and carry your advertising beyond the conference.

- \$500 (exclusive)

Conference Bag Inserts

Deliver your approved message directly to attendees through collateral in the conference bags.

- \$300

Conference Program Ad

- \$500 – ½ page B/W ad
- \$750 – full page B/W ad

**Conference Tote Bag

Each and every attendee receives the durable WVSTC 2017 Tote Bag that holds everything that two hands can't.

- \$4,000 (exclusive)

**Conference Padfolio

Ensure that your company's name stands out not only at the conference but also long after the event.

- \$2,500 (exclusive)

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Exhibitor Rules and Regulations

Exhibition Location, Dates, and Times. WV Statewide Technology Conference 2017 (herein referred to as WVSTC 2017) will be located at the Morgantown Event Center and Morgantown Marriott at Waterfront Place, Morgantown WV. The dates of the conference are July 18 - 20, 2017. Setup times are Tuesday 7:30 - 11:00 am, with early set-up Monday 3:00 - 5:00 pm. The vendor area will be open on July 18 from 11:30 am to 5:00 pm. The vendor area will be open on Wednesday, July 19 from 7:30 am – 3:30 pm, with a vendor reception from 2:00 – 3:15 pm. Vendors are required to man their booth areas at this time to participate in the event. We ask that vendors respect our closing time of 3:30 pm and not begin tear down before 3:30 pm.

While the conference committee will use reasonable efforts to maintain the location, dates, times and floor plans of WVSTC 2017, the committee reserves the right to change any of these at any time and for any reason whatsoever without liability.

Payment Terms. Payment of the exhibitor space rental fee may be by credit card or check payable to WVNET. We accept the following credit cards: Visa, MasterCard, Discover and American Express.

Exhibitor Fees:

** \$850 commercial booth (Early Bird 1 on or before April 30) – \$950 (Early Bird 2 May - June) – \$1050 Regular Registration - July)

** \$425 non-profit, government booth or non-exhibiting vendor (Early Bird 1 on or before April 30) – \$475 (Early Bird 2 May - June) – \$525 (Regular Registration - July)

** **All vendors must be registered as one of the above options.**

Additional conference registration may be purchased for \$75.00 per exhibitor representative.

If payment is not received by July 14, 2017, your space will be forfeited.

Cancellations/Refunds. Requests to cancel space will not be honored unless the WVSTC 2017 conference is able to resell the space. If the space cannot be resold, the fee is forfeited.

Assignment of Exhibit Space. Booth spaces are assigned on a first-come, first-served basis. Priority will be given to major conference sponsors.

Wait List. Orders received after all booths are sold will be placed on a wait list. Exhibit space made available due to booth cancellations will be filled in the order (date & time) that the "Wait List" applicants were received.

Staffing of Exhibitions. Exhibition booths must be staffed at all times during show hours and no Exhibitor will be permitted to pack, remove, or otherwise dismantle their booth prior to the close of the show. Any Exhibitor breaching this provision may be denied exhibition space in future conferences.

Use of Space. Exhibitors may not sublet, assign, or apportion any part of the space contracted for herein, nor represent, advertise, distribute literature for, or otherwise promote the products or services of any other firm or individual except as approved in writing by the WVSTC 2017 committee.

Conduct of Exhibit. Exhibitor shall conduct their exhibit in a decorous manner in order not to be objectionable to WVSTC 2017, other exhibitors, the Morgantown Event Center, Morgantown Marriott at Waterfront Place, or the public. WVSTC 2017 reserves the right to restrict or prohibit exhibits which, because of noise, method of operation, content, or any other reason, are objectionable or otherwise detract from or are out of keeping with the character of WVSTC 2017 as a whole.

WVSTC 2017, the Morgantown Event Center and Morgantown Marriott at Waterfront Place reserve the right to close, remove or require changes in any exhibit or to remove any of Exhibitor's personnel, agents or representatives, who are deemed detrimental to the conference, other exhibitors, the Morgantown Event Center, Morgantown Marriott at Waterfront Place or the public. If Exhibitor or their representative fails to observe these rules and regulations or, in the opinion of WVSTC 2017, conduct themselves unethically or detrimentally to WVSTC 2017, exhibitor may be dismissed from WVSTC 2017 conference without refund or other appeal.

Drayage and Shipping. The Exhibitor understands and agrees that all expenses for shipping and handling of equipment and materials into and out of the show area, and for all other costs incidental to operation, are not part of the exposition fee and are to be paid by the Exhibitor.

If shipping items to the conference, ship to:

**Your On-Site Conf Rep Contact Name
YOUR COMPANY NAME - WVSTC 2017
July 18-20, 2017
c/o Morgantown Marriott at Waterfront Place
2 Waterfront Place
Morgantown, WV 26501**

Security and Insurance. Exhibitors are ultimately responsible for their display and materials. WVSTC 2017, the Morgantown Event Center and Morgantown Marriott at Waterfront Place assume no responsibility for losses and damages. Consequently, exhibitors should take reasonable precautions, including insurance, to protect their property.

Responsibility. It is the responsibility of the Exhibitor to be fully familiar with these rules and regulations and to see that each member of the company attending WVSTC 2017, either as exhibitor personnel or registrant or both, is familiar with these rules and regulations.

