



Exhibitor Expo Schedule

Early Setup:	
Mon, July 17	3:00PM to 5:00PM
Setup:	
Tues, July 18	7:30AM to 11:00AM
Exhibitor Hours:	
Tue, July 18	11:30AM to 5:00PM
Wed, July 19	7:30AM to 3:15PM
Breakdown:	
Wed, July 19	3:30PM

Contact Information

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WVSTC 2017 Exhibitor FAQs

Below are some of the most common questions we receive from exhibitors. If you can't find the information you need below, please contact Karen Saffron at ksaffron@mail.wvnet.edu or 304-293-5192 x249.

REGISTRATION

Q: What are the Rules and Regulations for exhibiting?

A: The Rules and Regulations for exhibiting at WVSTC 2017 are listed in the Exhibitor/Sponsor Information Packet. *wvstc.com under "Vendors"*

Q: What is included in a standard booth package?

A: The 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, any conference provided 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

Q: What methods of payment do you accept?

A: We accept either **credit card** or **check payable to WVNET**. Select your preferred method in the registration process.

Q: What meals are provided for the Vendor Reps?

A. Tuesday, July 18th begins with coffee/juice and pastries during Exhibitor move-in. Lunch will be provided on Tuesday and Wednesday, during the Vendor Expo. If you plan to attend sessions or meetings on Thursday, your lunch will also be provided. Breakfast will be provided on Wednesday and again on Thursday, if you stay. We encourage Vendors to attend the Closing Keynote Luncheon on Thursday. It provides you a final opportunity to talk with the attendees.

Q: What if I need to cancel my exhibit?

A: We hope you will reconsider because we really want you to be part of the greatest celebration of STEM within West Virginia!

If there is really no other option, please let us know as soon as possible so we may reassign your space to an organization on the waitlist. Requests to cancel space will be not honored unless the WVSTC 2017 conference is able to resell the space. If the space cannot be resold the fee is forfeited.

Q: When can I expect to receive my badge in the mail?

A: Badges will not be mailed in advance. Badges will be available for pickup at the Vendor Registration Desk located outside of the Expo Hall. All exhibitors are required to register and pay the appropriate registration fees. On-site check-in will open Monday, July 17th from 3:00-5:00PM and Tuesday, July 18th at 7:30AM.

Q: I already submitted my company Reps names at registration but need to add/remove/change someone. How do I do that?

A: Please contact Karen Saffron at ksaffron@mail.wvnet.edu or 304-293-5192 x249 to edit an existing company registration. All Reps need to be registered under your company registration. Two (2) Reps are included with the registration. Each additional Rep will be assessed a \$75 registration fee.

GENERAL

Q. Where and when may I ship my booth materials to WVSTC 2017?

A: To ensure timely arrival of your booth materials at the WVSTC 2017 conference site, shipments must arrive after July 13, 2017 to the following address and include your company name, on-site representative contact name and WVSTC 2017:

Your On-Site WVSTC Conference 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

Q: Is there a theme to WVSTC 2017?

A: As always, WVSTC will celebrate **STEM!**

Q: Can I use my own Wi-Fi?

A: We ask that you turn your Wi-Fi off to reduce interference with our Wi-Fi service.

Q: How can I increase my attendee exposure at the conference?

A: There are many ways to increase your imprint at the Conference!

Advertising in the conference program book allows attendees to see your support for WVSTC 2017. The conference program book includes detailed course descriptions, a daily schedule and exhibit hall and consultant center descriptions. For ad rates and sizes, please see the Exhibitor Packet's Advertising Sponsorships section.

Consider adding a sponsorship to supplement your exhibit participation!

Adding a tote bag stuffer, room drop or other sponsorship will get your name in front of attendees and is sure to result in more booth traffic! Email ksaffron@mail.wvnet.edu for more information!

Q: Can I sell product at the conference?

A: WVSTC 2017 is an educational event, and the Vendor Expo staged in conjunction with the professional conference is a vital element of this educational process. Selling, price posting and order taking will be permitted on the floor during posted exhibited hours.

Q: Can I organize a *door prize giveaway raffle* at my booth?

A. Yes. Door prize giveaways are welcomed and encouraged. You can provide a place for attendees to drop business cards/name or allow the conference committee to pull from a random collection of attendee's names scanned at each break. Door prize names are selected at each break.

Here are a few rules of thumb:

- 1) If you are not an E-rate participant and the giveaway exceeds \$25, it must be able to be used by, and ownership transferred to, the winner's agency.
- 2) If you are not an E-rate participant, the giveaway for individual use must be <=\$25.
- 3) If you participate or are seeking to participate in the **E-rate** program, please limit **all giveaways** to <= \$20.

Q: Can I attend educational sessions?

A: Yes. Please note the following:

- We ask that you give our conference attendees priority in seating. Many of them register for conference based on the content of these sessions.
- Please turn off (or set to vibrate) all cellphones and other noise-making devices during all sessions.

Q: Can I be a presenter?

A: Yes. If you submit a proposal and the conference committee selects your submission. All company Reps **MUST** be registered with their company.

Q: When can I begin to dismantle my booth?

A: Early dismantling is disruptive to WVSTC 2017's Exhibitor Expo and is strictly prohibited.

As a matter of policy, exhibitors may not pack, tear down or dismantle any portion of their exhibit/booth prior to the official closing of the vendor area at 3:30PM, on Wednesday, July 19, 2017. Please keep this in mind when making staffing decisions and travel arrangements for the final day of the show.

Q: How do I ship packages out at the end of the conference?

A: Any packages that need to be mailed out, are to be boxed up with shipping information attached. You will need to make all the arrangements to have them shipped out. Please move all out-going packages close to the loading dock in the MEC. Try to have all shipments picked up by the end of the day, Thursday, July 20th. Here is the address you will need to supply to the shipping company:

MEC - 2 Waterfront Place - Morgantown, WV 26501

Q: What is the schedule for exhibitors?

A: Early check-in is 3:00-5:00PM on Monday, July 17, 2017. Tuesday, July 18, 2017 at 7:30AM begins Exhibitor move-in. All booths must be ready by 11:00AM for the opening of the Vendor Expo from 11:30AM – 5:00PM. Wednesday Vendor Hall hours are 8:00AM – 3:30PM. You may dismantle your booth following the Vendor Reception at 3:30PM.

MISCELLANEOUS

Q: How do I make a hotel reservation?

A: Hotel information can be found on the WVSTC 2017's website; look for the **Hotel Section**. You are responsible for securing and/or cancelling your hotel reservations. Hotel expense is not included in the registration fee.

Q: Is there a fee to park at WVSTC 2017 if I am staying at a different hotel?

A: Yes. The cost will be \$10.00 per day.

Q: When and where is WVSTC 2018?

A: The WV Statewide Technology Conference (WVSTC) 2018 will take place on July 17-19, 2018 at the Morgantown Marriott at Waterfront Place and the Morgantown Event Center.