



Vendor Expo

July 14 - 15, 2020

(Full Conference – July 14 - 16)

Charleston Coliseum & Convention Center
Charleston, WV

Vendor/Sponsor
Information
Packet

wvstc.com



Dear Vendor/Sponsor,

You are cordially invited to showcase your company's product and services at the WVSTC 2020 Vendor Expo to be held July 14 – 15, 2020 at the Charleston Coliseum & Convention Center in Charleston, WV. The conference will be an excellent opportunity to make K-12, higher educational and state agency contacts.

The Vendor Expo at WVSTC 2020 will provide vendors the opportunity to showcase their products for approximately 500 attendees from around the state. As a vendor, 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 vendor track as a WVSTC 2020 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 2020 is the perfect setting to display and share your most advanced solutions with our diverse customer base. Limited exhibit space will be available. You will receive an email as soon as we open registration. 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
WVSTC 2020 Conference Coordinator

Vendor Information

Vendor 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 Charleston Convention Center's North & West Hall2, with hospitality events held in the Convention 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:** You will receive pre and post lists of attendees that allow sharing of contact info.

Booth Package and Cost - standard booth package includes:

- A 10' x 10' booth area
- One (1) 8' x 3' skirted table with two chairs, standard electrical service with one outlet (bring extension cords)
- TWO (2) complimentary exhibitor badges, which includes provided meals and breaks for two (2) registered Reps
- One (1) company listing in the Conference Program and web pages, including company name, address, phone number, contact name with email address and company web address
- Wireless Internet communications
- Company logo displays with other vendors throughout the conference venue
- Opportunity to provide a Raffle Prize for giveaway during the Vendor Reception

Vendor 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/Non-exhibiting vendor:

\$425/booth – **Early Bird 1** on or before April 30
\$475/booth – **Early Bird 2** May – June
\$525/booth – **Regular Registration** - July

Additional Vendor Representative Conference registration may be purchased for \$75/Rep, when you register your company online. Register additional Reps to an already existing registration by calling 304-293-5192 x 249 (Karen).

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

Important Dates for Vendors

TBA
January 31, 2020
June 30, 2020
July 10, 2020
July 14 – 15, 2020

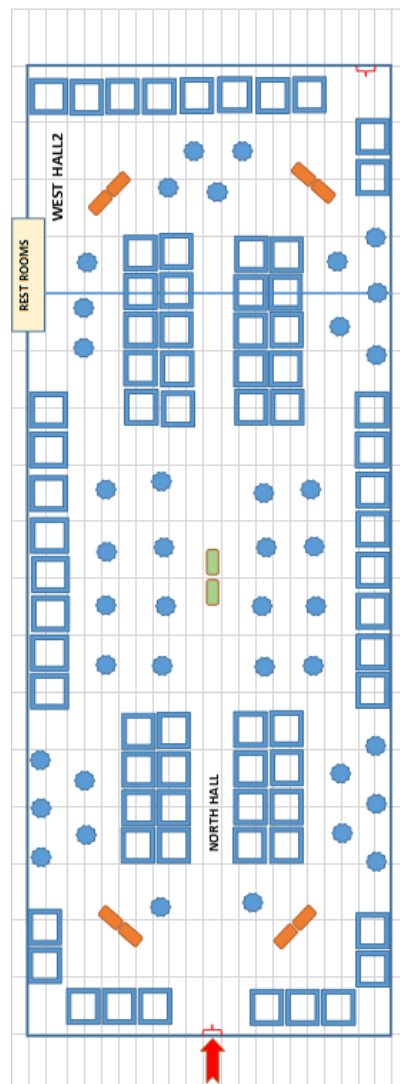
Registration Opens - wvstc.com
'Call for Proposals' Opens
50% Cancellation Refund on or before this date (**No refunds in July**)
Deadline - Full Payment of Registration Fee
Vendor Expo

Vendor Schedule

Vendor Move-in	Tuesday, July 14	7:30 am – 11:00 am All exhibits must be ready by 11:00 am
Expo Show Hours	Tuesday, July 14 Wednesday, July 15	11:30 am – 5:00 pm 8:00 am – 3:30 pm
Vendor Reception	Wednesday, July 15	2:00 pm – 3:15 pm
Vendor Move-Out	Wednesday, July 15	After 3:30 pm

Tuesday's sessions will break in the afternoon and Wednesday's sessions will break in the morning for refreshments in the Charleston Convention Center's North & West Hall. **The Conference will host a Vendor Reception in the Expo Hall on Wednesday from 2:00 pm – 3:15 pm.** At this time, all booths are required to be open and attended. *We respectfully ask that vendors not begin to tear down before 3:30 pm on this day.*

Charleston Convention Center's North & West Hall2 - Floor Plan



Sponsorship Opportunities

WVSTC 2020 has a 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

Diamond Sponsorship - \$10,000 (two available) – Vendor Designed Sponsorship

<<Negotiated with conference committee>>

- ❖ Please contact the Conference Coordinator at ksaffron@mail.wvnet.edu or (304) 293-5192 x249.
- ❖ May include:
 - Private room to be used during conference sessions to showcase company's products and training (*schedule to be listed in the Conference Program and on the Conference mobile app*)
 - Eight (8) complimentary conference registrations, includes admission to all meals provided
 - Special sponsor name badges for vendor Reps
 - Enhanced website recognition
 - Complimentary **premium** exhibit space (**double booth**)
 - Your company name and logo will appear on an 10' x 3' prominently placed welcome banner
 - 2 Full page B/W ad in the Conference Program – information provided by your company

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

- Recognition at the Opening Session, acknowledgment in the on-site Conference Program Guide and in the exhibit hall
- Six (6) complimentary conference registrations, includes admission to all meals provided
- Special sponsor name badges for vendor Reps
- 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
- Four (4) complimentary conference registrations, includes admission to all meals provided
- Special sponsor name badges for vendor Reps
- 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 - \$2,500 (ten 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 vendor Reps
- Enhanced website recognition
- Complimentary **premium** exhibit space (**single booth**)

Featured Attraction Sponsorships

Technology Infrastructure Sponsorships

- **Hardware/Software Loans:** If your company would like to provide projection or 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 Vendor.*

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 2020 conference.
- **Tuesday's Opening Luncheon Sponsorship - \$2,000 (four available)**
Open the Conference with a quality luncheon for all attendees. Prime booth space and prominent signage provided.
- **Tuesday's Afternoon Break - \$500 (five available)**
Signage recognizing your company as the sponsor, will be displayed at the time of the break.
- **Wednesday's Continental Breakfast Sponsorship - \$1,000 (four available)**
Know this is more than just coffee and doughnuts! Your company will benefit from the added exposure. Prime booth space and prominent signage provided.
- **Wednesday's Luncheon Sponsorship - \$2,000 (four available)**
Meet and greet attendees, speakers and other vendors by being one of the sponsors of this event. Prime booth space and prominent signage provided.
- **Wednesday's Vendor Reception Sponsorship - \$2,500 (four available)**
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.

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 director of the service provider.**

****Conference Pen - \$500 (exclusive)**

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

Conference Bag Insert - \$300

Deliver your approved message directly to attendees.

Conference Program Ad

\$500 - ½ page B/W ad
\$750 - Full page B/W ad

****Conference Tote Bag - \$4,000 (exclusive)**

Each and every attendee receives the durable WVSTC 2020 Tote Bag that holds everything that two hands can't

****Conference Padfolio - \$2,500 (exclusive)**

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

Extras

Additional Covered & Skirted Table - \$25
Carpet for Booth - \$40
Hardwire Internet Connection - \$125

Vendor Rules and Regulations

Exhibition Location, Dates and Times: WV Statewide Technology Conference 2020 (herein referred to as WVSTC 2020) will be at the Charleston Coliseum and Convention Center located at 200 Civic Center Drive, Charleston WV. The dates of the Vendor Expo are July 14-15, 2020. Setup times are Tuesday 7:30-11:00am. The vendor area will be open on July 14 from 11:30am to 5:00pm. Hours on Wednesday, July 15 are 8:00am-3:30pm, with a vendor reception from 2:00-3:15pm. 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 3:30pm and not begin tear down before 3:30pm.

While the conference committee will use reasonable efforts to maintain the location, dates, times and floor plans of WVSTC 2020, 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 vendor 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:

****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 or Government or Non-exhibiting vendor:**

\$425/booth – **Early Bird 1** on or before April 30

\$475/booth – **Early Bird 2** May – June

\$525/booth – **Regular Registration** – July

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

Additional Vendor Representative conference registration may be purchased for \$75/Rep.

If payment is not received by July 10, 2020, your space will be forfeited.

Cancellations/Refunds: A 50% refund of fees will be made if registration is cancelled on or before June, 30, 2020.

Assignment of Vendor 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. Vendor Space made available due to booth cancellations will be filled in the order (date & time) that the "Wait List" applicants were received.

Staffing of Vendor Booth: Vendor booths must be staffed at all times during show hours. No Vendor will be permitted to pack, remove or otherwise dismantle their booth prior to the close of the show. Any Vendor breaching this provision may be denied vendor space in future conferences.

Use of Space: Vendors 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 2020 committee.

Conduct of Vendor: Vendor shall conduct their vendor booth in a decorous manner in order not to be objectionable to WVSTC 2020, other vendors, the Charleston Coliseum and Convention Center or the public. WVSTC 2020 reserves the right to restrict or prohibit vendor booths 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 2020 as a whole.

WVSTC 2020 and the Charleston Coliseum & Convention Center reserve the right to close, remove or require changes in any vendor booth or to remove any Vendor's personnel, agents or representatives, who are deemed detrimental to the conference, other vendors, the Charleston Coliseum & Convention Center or the public. If Vendor or their representative fails to observe these rules and regulations, or, in the opinion of WVSTC 2020, conduct themselves unethically or detrimentally to WVSTC 2020, Vendor may be dismissed from WVSTC 2020 without refund or other appeal.

Drayage and Shipping: The Vendor 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 Vendor.

If shipping items to the conference, ship to:

COMPANY NAME

For: WVSTC 2020 - July 14 & 15

c/o Charleston Coliseum & Convention Center

200 Civic Center Drive

Charleston WV 25301

Security and Insurance: Vendors are ultimately responsible for their display and materials. WVSTC 2020 and the Charleston Coliseum & Convention Center assume no responsibility for losses and damages. Consequently, vendors should take reasonable precautions, including insurance, to protect their property.

Responsibility: It is the responsibility of the Vendor to be fully familiar with these rules and regulation and to see that each member of the company attending WVSTC 2020, either as a vendor personnel or registrant or both, is familiar with these rules and regulations.