

VENDOR PROSPECTUS

July 19-21, 2023



WEST VIRGINIA
STATEWIDE
TECHNOLOGY CONFERENCE



LEADING THE WAY

THROUGH **INNOVATION
+ CHANGE**

THE CONFERENCE
FOR TECHNOLOGY LEADERS



WVSTC 2023 Vendor Information

You are cordially invited to showcase your company's products and services at the 2023 West Virginia Statewide Technology Conference to be held in-person from July 19 - 21, 2023 at the Morgantown Event Center and Morgantown Marriott at Waterfront Place in Morgantown, WV.

This conference is an excellent opportunity to network with K-12 educators and administrators and establish new connections with higher education institutions and state government agencies.

- At this event, you will have opportunities to showcase your products and services for approximately 500 attendees. Based on previous conference outcomes, you will enjoy the following advantages as an exhibitor.
- Approximately 28% of the attendees are first-timers.
- High visibility/accessibility to conference attendees.
- And, optionally, conduct a presentation during our concurrent sessions for a nominal fee.

Enclosed you will find information on how to begin planning your exhibit and prepare for the deadlines you will need to remember. If you are not responsible for your company's marketing/exhibit plan, please pass along this document and information to the best point of contact.

The West Virginia Statewide Technology Conference is the perfect setting to display and share your most advanced solutions with our diverse customer base.

Limited exhibit space is available. Reserve your spot now.

If you have any questions, please contact Conference Co-chairs:

Harmony Garletts and Sarah Barnes by emailing wvstc@staff.wvnet.edu or by calling WVNET at 304-293-5192.

We look forward to seeing you on the show floor!

ABOUT THE WEST VIRGINIA STATEWIDE TECHNOLOGY CONFERENCE:

WVSTC is the only statewide conference dedicated to technology across the spectrum for professionals in public sector organizations. The 3-day event boasts attendance of more than 500 information technology professionals, educators, consultants, administrators, and directors.

Information Technology Staff
K-12 Educators and Administrators
Higher Education Faculty and Staff
Technology Coordinators

Distance Learning Directors
Librarians
IT Managers, Supervisors, Directors
CIOs, CTOs

IMPORTANT DATES FOR EXHIBITORS

NOVEMBER THRU FEBRUARY 1 Call for Presentations	MARCH 1 Registration opens at wvstc.com	JUNE 30 100% cancellation policy after this date (No refunds)	JULY 14 Full Payment of Booth Fee Deadline
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**CONFERENCE DATES:
JULY 19 - 21, 2023 – VENDOR EXPO: JULY 19 & 20**

EXHIBITOR BENEFITS

Direct access to more than 500 participants: The event 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 on-site visibility: Your company listing will be on the conference website and a complimentary listing of your company will appear in the final program.

Sponsorship Opportunities: Our conference sponsors get maximum exposure to conference attendees with premium exhibit space and exclusive perks.

Attendee Contact Info: Lists of attendees that have opted-in to share contact info.

VENDOR EXPO PRICING

	Private Sector Exhibitor	Non-Profit or Public Sector Exhibitor	Non-Exhibiting Private Sector Representative
Registration	\$1,000	\$600	\$500
Ad in the Conference Program	Contact Us for Pricing	Contact Us for Pricing	Contact Us for Pricing
Directory Listing in Conference Program	✓	✓	✓
Exhibit space - 10' x 10' booth area	Single Booth	Single Booth	N/A
8' x 3' skirted table with two chairs	1	1	N/A
Standard electrical service with one outlet	✓	✓	N/A
Wireless Internet connection (provided by Marriott)	✓	✓	N/A
Wired Internet connection (provided by Marriott)	Must Reserve At Least Two Weeks in Advance - \$250		
Complimentary conference registrations	2	2	2
Additional Representatives	\$100/each	\$100/each	\$100/each
Admission to all meals for registered representatives	✓	✓	✓
Concurrent presentation session slot(s)	\$150/per session	1 included	\$150/per session
Opt-in Attendee Contact Info	✓	✓	✓



SPONSORSHIP PRICING

WVSTC Sponsors get exclusive access to the best perks of the conference. Each sponsorship includes premium booth space in high traffic areas outside of the exhibit hall PLUS many extra perks such as meal sponsorship, and advertising in the conference program. Additionally, our sponsors are provided complimentary presentation slots during our concurrent sessions. Conference sponsorships are limited but offer high visibility for your organization.

	Diamond	Platinum	Gold	Silver	Bronze
Sponsorship Price	\$15,000	10,000	\$7,500	\$5,000	\$3,000
Number Available	3	4	5	5	5
Ad in the Conference Program	2 Page	Full Page	1/2 page	1/4 page	1/8
Directory Listing in Conference Program	✓	✓	✓	✓	✓
Premium Exhibit space - 10' x 10' booth area	Double Booth	Double Booth	Single Booth	Single Booth	Single Booth
8' x 3' skirted table with two chairs	2	2	1	1	1
Standard electrical service with one outlet	✓	✓	✓	✓	✓
Wireless Internet connection	✓	✓	✓	✓	✓
Wired Internet connection (provided by Marriott)	Must Reserve At Least Two Weeks In Advance - \$250				
Complimentary conference registrations	8	4	2	2	2
Additional Representatives	\$100/each	\$100/each	\$100/each	\$100/each	\$100/each
Admission to all meals provided for registered representatives	✓	✓	✓	✓	✓
Concurrent presentation session slot(s) - (Normally \$150/per session)	3 included	2 included	1 included	1 included	1 included
Opt-in Attendee Contact Info	✓	✓	✓	✓	✓

SPONSORSHIP PRICING *continued*

	Diamond	Platinum	Gold	Silver	Bronze
	\$15,000	\$10,000	\$7,500	\$5,000	\$3,000
Enhanced website recognition	✓	✓	✓	✓	✓
Special sponsor name badges for exhibitor personnel	✓	✓	✓	✓	✓
Recognition at the Opening Session	✓	✓	✓	✓	-
Exhibitor Reception Co-Sponsorship	✓	✓	✓	✓	-
Company logo on welcome signage with other level sponsors	✓	✓	✓	-	-
Prominent sponsor signage at meal & refreshment stations:					
Breaks - Wednesday, Thursday, Friday	✓	✓	✓	-	-
Breakfasts - Thursday, Friday	✓	✓	-	-	-
Luncheons - Wednesday, Thursday	✓	-	-	-	-
Private showcase room	✓	-	-	-	-
Digital signage/ads throughout conference	✓	-	-	-	-
Projected signage at conference entrance	✓	-	-	-	-
Acknowledgment in the on-site Conference Program	✓	-	-	-	-
Acknowledgment in the Exhibit Hall	✓	-	-	-	-

NOTES:

Additional conference registrations may be purchased for \$100 per exhibitor representative when you register your company online. Register additional Reps to an already existing registration by emailing wvstc@staff.wvnet.edu.

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



EXHIBITOR SCHEDULE

EARLY SET UP

Tuesday, July 18

3:00 pm - 5:00 pm

EXHIBITORS MOVE-IN

Wednesday, July 19

7:30 am - 11:00 am

All exhibits must be ready by 11:00 am

TRADE SHOW HOURS

Wednesday, July 19

11:30 am - 6:00 pm

Thursday, July 20

7:30 am - 3:00 pm

EXHIBITOR RECEPTION

Wednesday, July 19

4:00 pm - 6:00 pm

On Wednesday, we will host an exhibitor reception from 4:00 pm - 6:00 pm. At this time, all booths are required to be open and attended to participate in this event. Vendors are encouraged to schedule one-to-one meeting times with attendees for the afternoon break on Thursday.

AFTERNOON BREAK

Thursday, July 20

2:00 pm - 3:00 pm

On Thursday, sessions will pause for an afternoon break in the Exhibit Hall. We encourage vendors to use this time to meet one to one with attendees. We respectfully ask that exhibitors not begin to tear down before 3:30 pm on Thursday.

EXHIBITORS MOVE-OUT

Thursday, July 20

Beginning at 3:30 pm

EXHIBITOR RULES AND REGULATIONS

West Virginia Statewide Technology Conference (herein referred to as WVSTC) will be located at the Morgantown Event Center and Morgantown Marriott at Waterfront Place, Morgantown WV.

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

All vendors must be registered as an exhibitor, non-exhibiting representative, or sponsor.

If payment is not received by July 14, 2023, your space will be forfeited.

Cancellations/Refunds. Requests to cancel space will not be honored unless the WVSTC 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 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" applications 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 committee.

Conduct of Exhibit. Exhibitor shall conduct their exhibit in a decorous manner in order not to be objectionable to WVSTC staff, other exhibitors, the Morgantown Event Center, Morgantown Marriott at Waterfront Place, or conference attendees. WVSTC staff 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 as a whole.

WVSTC staff, 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 an Exhibitor, or their representative, fails to observe these rules and regulations or, in the opinion of WVSTC staff, conduct themselves unethically or detrimentally to the conference, exhibitor may be dismissed from the WVSTC 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
c/o Morgantown Marriott at Waterfront
2 Waterfront Place
Morgantown, WV 26501

Please ensure that your company name and "WVSTC" are prominent and legible on your shipping label or shipping container. Items not properly labelled may delay delivery to the exhibit floor.

