

VENDOR PROSPECTUS



THE CONFERENCE FOR TECHNOLOGY LEADERS



VENDOR INFORMATION

You are cordially invited to showcase your company's products and services at the **2025 West Virginia Statewide Technology Conference** to be held in-person from October 15 - 16, 2025 at Oglebay Resort, Wheeling, WV.

The WVSTC provides vendors the opportunity to showcase their products for hundreds of attendees from around the state. As an exhibitor, you will enjoy the following (based on previous conference data):

- 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.
- WVSTC 2025 is the perfect setting to display and share your most advanced solutions with our diverse customer base.

**Concurrent session slots are limited and available on a first-come, first-serve basis. Proposals must be submitted by the presentation proposal deadline to be considered.*

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

We look forward to seeing you at the conference!





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 2-day event boasts attendance of 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

- ▶ **February 14 -June 30, 2025** Call for Presentations
- ▶ **April 7, 2025** Registration Opens at wvstc.com
- ▶ **September 15, 2025** 100% cancellation policy after this date (no refunds)
- ▶ **September 15, 2025** Full Payment of Booth Fee Deadline

EXHIBITOR BENEFITS

Direct access to 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 Oglebay Resort's high-traffic areas to attract visitors.

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.

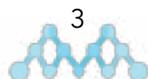
Looking to make the most of your conference connections?

Oglebay Resort gives you tons of ways to impress clients and win over prospects!

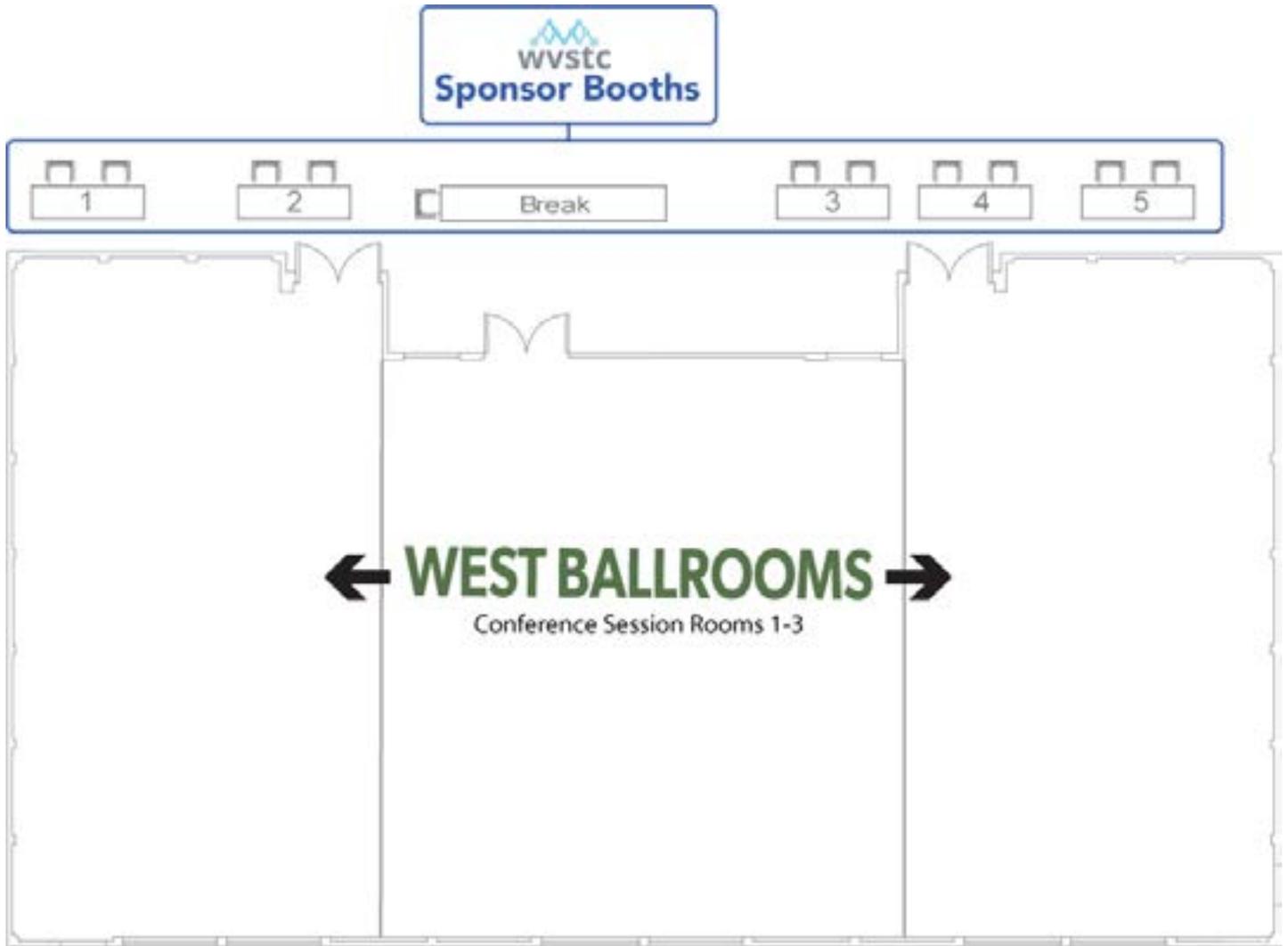
Their modern meeting spaces create the perfect backdrop for your conversations, while the diverse dining options provide casual and upscale settings to strengthen relationships. The Cantina is especially great for mixing business with pleasure - grab drinks with current customers or break the ice with potential ones.

Between sessions, invite key prospects to join you for a round of golf, a relaxing spa treatment, or even a fun trip to the Good Zoo. These shared experiences create natural opportunities to deepen connections and discuss business in a relaxed environment that just can't be matched in a typical conference room.

Oglebay's 2,000-acre playground isn't just a nice perk - it's your secret weapon for closing deals and building lasting partnerships!



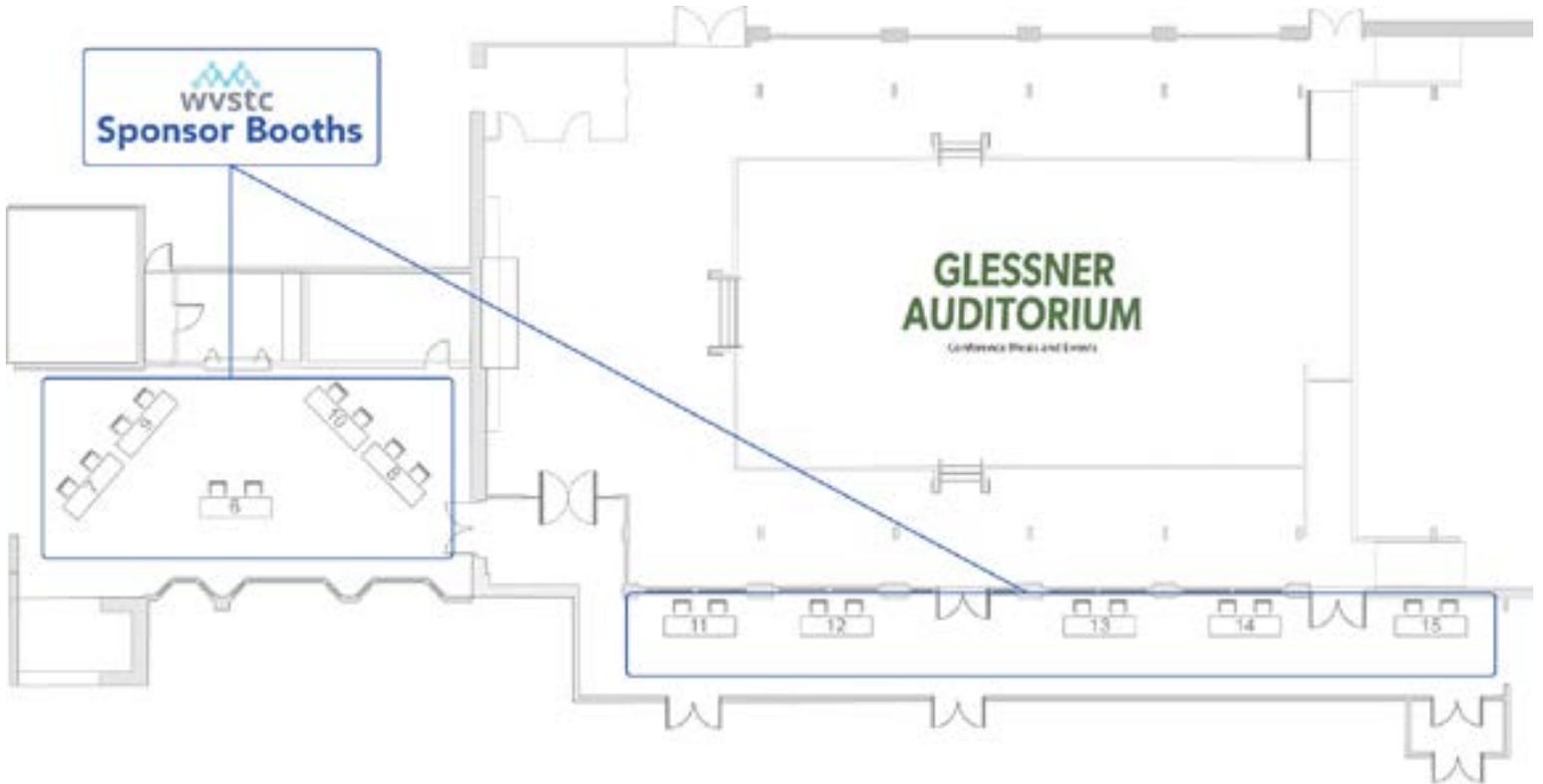




WVSTC - Oct 15-16, 2025
Oglebay Resort - West Ballroom Vision
WV Statewide IT Sponsors 1



CONFERENCE CENTER LAYOUT



WVSTC - Oct 15-16, 2025
Oglebay Resort - Glassner Vision
WV Statewide IT Sponsors 2



VENDOR EXPO PRICING

	Private Sector Exhibitor	Non-Profit or Public Sector Exhibitor	Non-Exhibiting Private Sector Representative
Registration Price	\$800	\$600	\$500
Ad in the Conference Program - Contact for Pricing			
Directory Listing in Conference Program	✓	✓	✓
Exhibit space	Single table	Single table	N/A
Skirted table with two chairs	(1) 6' x 3' table	(1) 6' x 3' table	N/A
Standard electrical service with one outlet	✓	✓	N/A
Wireless Internet connection	✓	✓	N/A
Wired Internet connection (provided by Oglebay)	✓	✓	N/A
Complimentary conference registrations	2	2	2
Additional Representatives	\$100	\$100	N/A
Admission to all meals provided for registered representatives	✓	✓	✓
Concurrent presentation session slot(s) - (Normally \$150/per session)	\$150	1	\$150
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.

	GOLD	SILVER	BRONZE
Sponsorship Price	\$10,000	\$7,500	\$5,000
Number Available	5	5	5
Ad in the Conference Program	Full page	1/2 page	1/4 page
Directory Listing in Conference Program	✓	✓	✓
Premium Exhibit space	Single Booth	Single Booth	Single Booth
8' x 3' skirted table with two chairs	8ft x 3ft table/ 2 chairs	8ft x 3ft table/ 2 chairs	8ft x 3ft table/ 2 chairs
Standard electrical service with one outlet	✓	✓	✓
Wireless Internet connection	✓	✓	✓
Wired Internet connection (provided by Oglebay)	Must reserve two weeks in advance	Must reserve two weeks in advance	Must reserve two weeks in advance
Complimentary conference registrations	8	6	4
Admission to all meals provided for registered representatives	✓	✓	✓
Concurrent presentation session slot(s) - (Normally \$150/per session)	2 included	1 included	\$150
Free Lead Retrieval	✓		



SPONSORSHIP PRICING (continued)

	GOLD	SILVER	BRONZE
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	✓	✓	
Breakfast - Thursday	✓	✓	
Luncheons - Wednesday, Thursday	✓	✓	
Digital signage/ads throughout conference	✓		
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, October 14, 2025

3:00 pm - 5:00 pm

EXHIBITORS MOVE IN

Wednesday, October 15

7:30 am - 11:00am

All exhibits must be ready by 11:00 am

EXHIBITOR EXPO HOURS

Wednesday, October 15th

11:30 am - 6:00 pm

Thursday, October 16th

9:00 am - 3:30 pm

EXHIBITOR RECEPTION

Wednesday, October 15th

4:00 pm - 6:00 pm

Ft. Henry Room

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, October 16th

2:00 pm - 2:50 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, October 16th

Beginning at 3:30 pm till 5:00 pm



VENDOR INFORMATION

West Virginia Statewide Technology Conference (herein referred to as WVSTC) will be located at Oglebay Resort in Wheeling, 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 Friday, October 10th 2025, 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, Oglebay Resort 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 and Oglebay Resort 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, Oglebay Resort, 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 Oglebay Resort
465 Lodge Dr.
Wheeling, WV 26003

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.

