

**REQUEST FOR FOLLOWING SERVICES**

Request #	Booth Space		Fees	Total
	6' x 20' Gold Level	x	\$1,000	
	6' x 10' Silver Level	x	\$500	
	6' x 10' Bronze Booth Extra Tables \$100	x	\$250	
	6' x 10' Non-profit Booth Extra Tables \$20	x +	\$110	
<b>Advertising Options</b>				
	Vendor Presentation	x	\$250	
	Badge Holders:	x	\$250	
	Registration Bag Insert	x	\$150	
	Tote Bag	x	\$500	
	Conference Pens	x	\$250	
	Conference Note Pad	x	\$250	
	Chair Drop	x	\$250	
<b>Sponsorship Opportunities</b>				
	General Session	x	\$1,500	
	Speaker Honoraria			
	Refreshment Breaks			
	• Morning	x	\$250/day	
	• Afternoon	x	\$250/day	
	Lunch Program	x	\$1,000/day	
	<b>TOTAL BALANCE DUE</b>		<b>\$</b>	

**Exhibitor Information**

The information you provide is where all correspondence will be sent. Please ensure that the information you have provided is how you want your company listed in the conference program.

Company / Organization Name

Contact Name

Address

City, State, Zip

Phone

Toll Free Cell Phone

E-Mail

Web page address

Description of product or service for the Conference Program (25 words or less).

**Payment**

Credit cards will be debited for full booth payment unless otherwise indicated. Full payment is due with contract.

Check enclosed and made payable to Wilson Shepard Education Associates.

If you wish to pay by credit card, you will receive an invoice via PayPal

Please provide an email for this option.

Email

Signature

**Booth Prices Includes:** Included in booth space is one skirted table, two chairs, and booth identification sign. Please advise if electricity is needed.

**Registration:** Conference registration is required of all participants. Exhibitors who wish to attend the conference must register.

**Contract submission:** Your contract must be accompanied by full payment for your application to be processed.

**Cancellation:** Full refunds will be granted less a 25% processing fee for space cancelled. All refunds must be requested in writing and postmarked on or before December 1, 2018. No refunds will be granted for display space or advertisements cancelled after December 1, 2018.  
Submit to:

**WILSON SHEPARD EDUCATION ASSOCIATES**  
80 Brandywine Ln., Rochester, NY 14618  
(585) 360-4192 ~ FAX (585) 301-4457

Details regarding set-up/take down will be sent to primary contact person.

*Questions?* Contact [Judy D'Angelo, RN MSN ANP LNC CDP CADDCT](#)  
585-360-4192

*Eligible Exhibits:* WSEA reserves the right to determine the eligibility of any company or product to exhibit at the conference and further reserves the rights to reject any application and/or limit space assigned to any one company.

*Confirmation of Application:* Upon receipt and completion of processing, WSEA will send an email to the contact person listed on the application form along with any necessary instructions.

*Exhibitor List for Conference Attendees:*

WSEA provides a list of exhibitors to its conference attendees. Exhibitors need to provide WSEA with the necessary information to be included on exhibitor list. Should exhibitors fail to provide this information, WSEA will create any entry based on the information provided on the exhibitor application.

*Installation, Show, Dismantlement:* The exhibit hall will be available for set up at 6:30 am on Wednesday of the conference unless otherwise notified. A conference agenda with exhibit times will be delivered to each booth. Each exhibit is entitled to one (1) six foot table with table cloth and skirt and two chairs. Please indicate on the application the number of tables required, no tables may be added the day of the conference. Due to limitations in space, exhibitors are discouraged from using large display signs, or other such freestanding display materials which may interfere in any way with any other exhibitor. Dismantling of exhibits may begin at 2:00pm on Friday. WSEA requests that all vendors remain active until this time.

*Space Assignment:* Assignment of space for accepted exhibits is made by WSEA. Please notify the Exhibit Space Coordinator if there are special requirements/needs. WSEA will determine if these special requirements are feasible based on space and facility limitations.

*Electrical:* Individual electrical outlets must be requested at the time of registration. Electrical outlets are limited and will be assigned on a first come first served basis. Exhibitors are responsible for any costs which may be associated with the provision of an electrical outlet and for providing any necessary power bars or extension cords which you may need.

*Advance Shipment of Merchandise:* Advance shipment of merchandise should be arranged directly with the Hotel in which the conference is being held. Exhibitors are responsible for all costs associated with the storage and/or advance shipment of merchandise.

*Door Prizes:* WSEA holds an opportunity drawing for its members each day of the conference. If you are interested in donating a prize to the drawing, please indicate on the front of the application and deliver the prize to the registration table by 8 am on Wednesday of the conference.

*Internet Access:* Should internet access be required, the exhibitor is responsible for making any necessary arrangements with the Hotel and will be at their own expense.

*Security, Insurance and No Liability:* WSEA will provide limited access to the exhibitor area prior to and after conference event times. In the event that the exhibitor space is in an open area, exhibitors are responsible for the security of their own booths. WSEA shall not be responsible for the safety of, or liable for damage or loss to, Exhibitor's property or personal items, including because of theft, fire, accident or any other cause, whether the result of negligence or otherwise.

Thank you again for supporting WSEA