Vendor Prospectus

Reserve your spot today!
Register online at www.TheWPA.org/Exhibit

Contact Information (please print):
Contact Name: __________________________________________
Address: ________________________________________________
City/State/Zip: __________________________________________
Phone: _________________________________________________
Email: _________________________________________________

Company Information (for conference materials):
Company Name: __________________________________________
Company Web Address: ____________________________________
Company Phone: __________________________________________
Companies to avoid: _______________________________________

On-Site Representatives (two included in registration):
Name: ____________________________
Name: ____________________________
Additional Representative (optional): _______________________

Level of Participation
$5,000 Reception/Dinner Sponsor
$2,500 App Sponsor
$2,000 Breakfast Sponsor
$2,000 Lunch Sponsor
$1,000 Exhibit Only

Additional Items for Purchase
$50 Booth Electricity
$50 Additional Registration Badges

Method of Payment
Total Enclosed $ __________

Visa ☐ MasterCard ☐ Discover ☐ Amex ☐ Check # __________
Card Number: ____________________________
Expiration Date: ____________  Security Code: __________
Name on Card: ___________________________________________________________________________
Signature: ______________________________________________________________________________

Please return registration form and payment to:
Wisconsin Psychiatric Association
563 Carter Ct, Ste B., Kimberly, WI 54136
Email: WPA@badgerbay.co | Phone: 960-560-5643 | Fax: 920-882-3655

Wisconsin Psychiatric Association
563 Carter Court, Suite B
Kimberly, WI 54136

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SPONSOR/EXHIBIT LEVELS

All Levels Include:
- 6ft skirted display table with two chairs
- Non-competitive exhibitor viewing times
- Meals and refreshments during exhibit hours
- Recognition in the conference program and on the WPA website
- Participation in Exhibitor Bingo game for attendees
- List of registered attendees
- Two representatives per exhibit space.
*Additional badges may be purchased.

Reception & Dinner Sponsor - $5,000
This fee provides your company with:
- Exclusive sponsorship of the Thursday night reception and dinner
- Up to four representatives at dinner and during exhibit display times
- Complimentary electrical hookup at exhibit display
- Onsite signage
- Sponsorship recognition in conference program and on event app
- Advertising on WPA website and monthly e-newsletter for one quarter

App Sponsor - $2,500
This fee provides your company with:
- Exclusive sponsorship of the Conference App
- Two personalized push notifications to be sent out to attendees
- Complimentary electrical hookup at booth
- Onsite signage
- Sponsorship recognition in conference program and on event app

Breakfast Sponsor - $2,000
This fee provides your company with:
- Exclusive sponsorship of the Friday morning breakfast with attendees
- Complimentary electrical hookup at booth
- Onsite signage
- Sponsorship recognition in conference program and on event app

Lunch Sponsor - $2,000
This fee provides your company with:
- Exclusive sponsorship of the Friday afternoon lunch with attendees
- Complimentary electrical hookup at booth
- Onsite signage
- Sponsorship recognition in conference program and on event app

Exhibit Only - $1,000
This fee provides your company with:
- Exhibitor level recognition on the website, program and app

GENERAL INFORMATION

DISPLAY TIMES (subject to change)
Friday, March 6, 2020; 7:00 am to 4:30 pm

EXHIBIT SET UP & DISMANTLE
Exhibitors may set up on Thursday, March 5 from 5:00-7:30 pm, and on Friday, March 6 from 6:15-7:00 am. All exhibits must be set up by 7:00 am on Friday. Please do not dismantle your exhibit prior to 4:30 pm on Friday.

REQUEST LETTERS
Request letters and W9 forms are available by contacting the WPA office by email at WPA@badgerbay.co.

LOCATION/SHIPPING MATERIALS
Exhibit materials may be shipped to: The Edgewater; Attn: Events; 1001 Wisconsin Av; Madison WI 53703. All packages must clearly marked with, “Hold for Wisconsin Psychiatric Association/March 5, 2020.” Also include your company’s name and the total number of boxes in your shipment. Materials should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

HOTEL ACCOMMODATIONS
Reserve your overnight accommodations before February 11, 2020 to receive the WPA group rate of $179. Call The Edgewater directly at 1-800-922-5512 and request the Wisconsin Psychiatric Association room block.

REGISTRATION DEADLINE & CANCELLATIONS
Register prior to February 11, 2020 to ensure your company will be recognized in conference materials. Cancellations and requests for refund must be received in writing and will be subject to a $50 administrative fee. No refunds will be issued after February 11, 2020.

SPECIAL SETUP OR ASSISTANCE
Requests for special arrangements are subject to availability and made at the exhibitor’s expense. Please include any special requests on the registration form or contact the WPA office.

QUESTIONS?
Please contact the WPA office at 920-560-5643 or WPA@badgerbay.co with questions.