



The Wisconsin TECHNOLOGY Education Association Presents

“Pathways to Innovation”

40th Annual Technology and Engineering Education Conference & Trade Show

Exhibitor Prospectus

**Trade Show Exhibition
Thursday, March 5, 2009**

Chula Vista Resort & Conference Center
4031 N. River Road
Wisconsin Dells, WI 53965
(608) 254-8366



An Invitation to Exhibit

You are cordially invited to participate as an exhibitor at the only state-wide conference and trade show for all technology and technical educators in Wisconsin.

WTEA Technology & Engineering Trade Show – March 5, 2009

The one-day trade show is part of the 40th annual WTEA Conference. The trade show will be located in the Ballroom of the Chula Vista Resort & Conference Center located at 4031 N. River Road, Wisconsin Dells, Wisconsin. The conference is a two day event consisting of keynote speakers, an exhibition/trade show (Thursday only), sectional presentations, hands-on teacher workshops, teacher displays and live demonstrations. The event is advertised and promoted throughout the state of Wisconsin and on our Internet site: www.wtea-wis.org/.

Refer to the exhibition hall diagram on the next page for booth location, approximate sizes, and booth prices. All booths are attractively draped and include an 8' undraped table with chairs. A complimentary box lunch will be delivered to your booth.

Exhibit assembly: Wednesday: 4:00pm – 8:00pm & Thursday: 7:00am – 8:00am

Exhibition hours: Thursday, 8:00am – 3:30pm

The WTEA Awards Banquet

Outstanding technology educators and industry professionals are recognized for their achievements in the field of technology education. The association's annual awards banquet is held on Thursday evening. All members, conference participants and exhibitors are invited to attend; advance reservations are required. Banquet reservation information will be included in the information mailed to all exhibitors.

Sectional Presentations and Demonstrations

Break-out sessions are presented by classroom teachers and education professionals. There is a limited opportunity for contracted exhibitors to provide educational sectionals and demonstrations during the day on Thursday or Friday. If you are interested in taking advantage of this opportunity complete the "Call for Presenters" located on-line at <http://www.wtea-wis.org/bapresenter.html> or contact Steve Johnston by email at johnston@mwt.net.

Become a WTEA Conference Partner

The WTEA is looking for corporate sponsors for awards, scholarships, luncheons, and conference materials. Partner with the WTEA for added exposure. We take care of ordering, promotion, and distribution. Contact Joe Ciontea, WTEA Executive Director for details.

About the Wisconsin Technology Education Association

The WTEA provides professional development for classroom instructors and proactive leadership in advocating the advancement of technology education by promoting relevant curriculum, communicating information, and networking with leaders in education, business, and industry. The membership of the WTEA consists of technology educators and education professionals from all levels of education including: public school, private school and correctional institution educators, college and university professors, technical college instructors, school administrators, and college students preparing to enter the teaching profession. For more information about the WTEA visit us on the Internet at: www.wtea-wis.org

Joseph Ciontea, Executive Director
P.O. Box 1312
Fond du Lac, WI 54936-1312
Phone: (920) 904-2747
Fax: (920) 922-0779
joe.ciontea@wtea-wis.org

Jeff Dowd, Conference Coordinator
1235 Lancelot Lane
Racine, WI 53406
Phone: (262) 886-0964
Fax: (262) 884-4643
jeff.dowd@wtea-wis.org



WTEA Trade Show 2009 Booth Layout & Pricing

Booth	*Size	Cost
1	14 x 22	\$795
2 - 3	16 x 21	\$625
4-5	7 x 14	\$595
6-44	7 x 10	\$325
Double booth #6 - #44		\$620

*All booth sizes are approximate
*Booth locations have been renumbered

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EXHIBIT SPACE APPLICATION & CONTRACT

Complete this form and return the top two pages. Please type or print.

Specify Business (Describe products or services): _____

Firm Name: _____

Address: _____

FAX _____

City _____

State _____

Zip Code _____

Phone _____

Company Representative & Title: _____

Indicate your exhibit booth location preferences below. Print the booth number in the space provided.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Conditions of Contract

- This application becomes a contract upon acceptance by the WTEA.
- **Exhibit space will be reserved upon receipt of this signed contract and required fees. A \$100 deposit is required to reserve booth space. Contract must be paid in full by December 15th.**
- If the requested booth location has already been allocated, the Conference Coordinator will assign the best available space. The exhibit will be in place ready for review by 8 a.m., the day of the Trade Show.
- The exhibitor and their representatives agree to abide by the conditions of the contract published on the reverse side and by all conditions under which space at the convention is leased to WTEA.

X _____

Signature of Representative

Date

Exhibit Booth Sizes and Fees

Booth space ordered before December 1st requires a minimum deposit of \$100.00 per booth, payable with the contract. The balance is due December 1st. Booths ordered after December 1st requires payment in full with contract.

RENTAL RATES

Booths 1 is 14' x 22' = \$795

Booths 4-5 are 7' x 14' = \$595

Booth 2 & 3 are 7' x 21' = \$625

Booths 6-44 are 7' x 10' = \$325

Multiple booth discount: rent two adjoining single booths rent for \$620. Contact the Conference Coordinator for details.

Keep the bottom copy and return the top two sheets to:

Jeff Dowd, Conference Coordinator

1235 Lancelot Lane

Racine, WI 53406

Phone: (262) 886-0964 Fax: (262) 884-4643

jeff.dowd@wtea-wis.org

For WTEA use only. Do not write in the area below.

Booth Assignment: _____

Payment received: _____

Balance Due: _____

WTEA Conference Coordinator: _____

Date: _____

Conditions of Contract for the WTEA Trade Show

These guidelines are to be construed as part of all space contracts. The Conference Coordinator reserves the right to interpret them as well as to make final decisions on all points which the guidelines do not cover.

1. CONVENTION CENTER: Exhibits will be in the Lower Dells Ballroom of the Chula Vista Resort and Conference Center, 4031 N. River Road, Wisconsin Dells, WI. The exhibition hall will be open on Thursday only, from 8:00 a.m. to 3:30 p.m.

2. INSTALLATION AND DISMANTLING OF EXHIBITS: Exhibits may be installed the day before the exhibition between 4:00 p.m. and 8:00 p.m. and the morning of the exhibition between 7:00 a.m. and 8:00 a.m. All work must be done and each booth ready for opening of the Trade Show at 8:00 a.m. Exhibits must continue to be staffed during exhibit hours and remain intact from 8:00 a.m. until final closing of the show at 3:30 p.m. No packing crates or boxes will be returned until that time. All dismantling must be finished and all exhibit material moved from the exhibit hall by 6:00 p.m. the same day.

Space not occupied by 7:30 a.m. the day of the exhibition, may be canceled or reassigned without refund. If the exhibit is on hand, the WTEA reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for this labor will be billed to the exhibitor.

No nails, screws or bracing wire may be used in erecting the display without the consent of the Convention Center. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor at his/her own expense.

3. CHARACTER OF EXHIBITS: Products and/or services related to Technology Education are suitable for exhibition. The Conference Coordinator, on behalf of WTEA, reserves the right to decline or prohibit any exhibit, which, in his judgment is not suitable to, or in keeping with the character of the Trade Show.

4. CANCELLATION: The Conference Coordinator will assign booth space upon receipt of the contract and deposit. A 30% cancellation fee will be assessed to any exhibitor who cancels their space contract after December 1st. No refunds will be given for exhibit space cancelled within 45 days of the Trade Show.

5. SUBLETTING SPACE: No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted for their exhibit, nor permit any other person or firm to exhibit therein, any other goods than those manufactured or distributed by the exhibitor in the regular course of their business without the written consent of the Conference Coordinator.

6. EXHIBITOR'S INFORMATION: A listing of available services, electrical equipment, booth furniture, decorating materials, hotel reservations, ID badge information, award banquet information, and shipping will be sent to exhibitors upon receipt of the contract, but not before December 1st.

7. EXHIBITOR IDENTIFICATION:

All exhibitors shall wear a badge that identifies their name and company. Identification badges will be available at the WTEA Registration Desk. An advance registration form will be sent to all exhibitors prior to the Trade Show.

8. SOLICITATIONS OR DEMONSTRATIONS:

Exhibitors are confined to their own respective booths. No canvassing or distribution of materials may take place outside of the rented booth space. Aisles in front of the booths must be kept completely clear. Operation of any objectionable sound devices will not be allowed. Engines or any kind of equipment may be operated only with the consent of the Conference Coordinator.

9. RESTRICTIONS ON SELLING: All over the counter sales or sales of any kind that involves the exchange of currency for goods received during the exhibition are prohibited. This prohibition does not preclude the exhibitor from writing orders during the exhibition for delivery at a later date.

10. PRIZES, DRAWINGS & RAFFLES: All prize drawings, giveaways, and raffles must be held within the confines of the booth space. To arrange for additional giveaways to take place as part of the SHIPS program contact the Conference Coordinator.

11. LIGHT AND POWER: Sufficient light is provided for adequate general illumination of the area. All electrical work and equipment must be ordered through the hotel to insure that it will meet all state codes. Additional fees are the responsibility of the exhibitor.

12. STANDARD BOOTH: All booths are 7' by 10' unless specified otherwise. Each booth will include side dividers and a back drape or wall. No walls, partitions, decorations or other obstructions may be erected which in any way interferes with the view of any other exhibitor. Exhibitors desiring to use other than standard booth equipment, or any signs, decorations or arrangements, must submit detailed copies of the exhibition and receive written approval of the Conference Coordinator. Furniture, equipment and services other than that provided with your booth may be rented from the Chula Vista Resort. Fees are the responsibility of the exhibitor. *Please note: all booth sizes are approximate.*

The WTEA will provide a complimentary box lunch to all contracted exhibitors. Standard booths will receive up to 2 lunches. A limited supply of additional lunches will be available to exhibitors with larger booths.

13. LIABILITY AND INSURANCE: The WTEA cannot guarantee against loss or damage of any kind. Neither the WTEA, or any of its officers, staff members, or representatives of the Convention Center will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property, prior to, during, or subsequent to the period covered by the exhibitor's contract, provided said injury, loss or damage is not caused by the negligence or willful act to one or more of the above mentioned parties. The hotel and the WTEA will exercise reasonable care for the protection of the exhibitor's materials and displays. However, the exhibitor upon signing the contract expressly releases the foregoing named association, individuals, committee, conference center and firms from any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense.

All draping or display material of cloth must be fire proof. Under no condition will combustible oils or gases be permitted in the exhibition area.

14. SHIPPING AND HANDLING: Booth equipment

will be received starting two weeks prior to the show. Ship all freight prepaid to:

WTEA Conference - Booth No.
Chula Vista Resort & Conference Center
4031 N. River Road
P.O. Box 30
Wisconsin Dells, WI 53965 Ph. 608-254-8366

15. EXHIBITOR LISTING: A list of exhibitors will be published in with the conference program.

16. WTEA AWARDS BANQUET: The WTEA will hold their annual awards banquet on Thursday evening. Educators and industry professionals who have provided outstanding service to the field of technology education will be recognized and honored. Exhibitors are encouraged to attend the banquet. Tickets must be purchased in advance; banquet fee and reservation forms will be included in the information mailed to all exhibitors.

17. EDUCATIONAL EXHIBITORS ASSN.: EEA-SHIP sponsors the entertainment program held during the business meeting at the closing of the Trade Show, at which time it awards attendance prizes. Prizes are contributed by the exhibitors. The SHIP deck officer will contact all exhibitors regarding details.

18. SPECIAL EXHIBIT CONSIDERATIONS: Smoking is only permitted in designated areas of the hotel and conference center. Gummed or adhesive backed material such as signs, labels, window or bumper stickers shall not be posted or passed out. Stapling and/or taping of pictures, signs, cards and lights to the exhibit hall are not permitted. Gum may not be given out or distributed.

19. ADDITIONAL INFORMATION: It is agreed that the exhibitor will abide by the rules and regulations stated above before, during and after the Trade Show and by any other reasonable rules considered necessary by the WTEA provided these do not materially alter the exhibitor's contractual rights. In the event of a dispute between an exhibitor and Conference Coordinator, it is agreed that any question may be referred to the association's Executive Director. The WTEA will not assume responsibility of financial transactions between the exhibitor and the electrician, decorator, hotel, hall or drayage firm.

20. GENERAL INFORMATION: The Conference Coordinator, or his designee will be available to advise exhibitors prior to, during and following the trade show. Further questions may be referred to:

Jeff Dowd, Conference Coordinator
1235 Lancelot Lane Racine, WI 53406
Phone: (262) 886-0964 Fax: (262) 884-4643

Joseph Clontea, Executive Director
P.O. Box 1312 Fond du Lac, WI 54936-1312
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