



51st Annual WTEA Conference & Trade Show

Thursday, March 5, 2020 8:00 a.m.— 4:00 p.m.

Chula Vista Resort ~ Wisconsin Dells, WI

The one-day trade show is an integral part of the annual Technology & Engineering Education Conference sponsored by the Wisconsin Technology Education Association. The conference opens Wednesday evening with our annual Technology Education Awards Banquet and continues through Friday. In addition to the exhibition/trade show, **Thursday's schedule includes sectional presentations, school project displays and a keynote speaker.** On Thursday evening we hold the **President's Reception**, an informal event open to all attendees, exhibitors, presenters and guests. This free event provides an opportunity for networking in a relaxed atmosphere with complimentary refreshments, live entertainment, door prizes, and a silent auction to support the WTEA Foundation Scholarship Fund.

Exhibit assembly: Wednesday: 4:00pm – 8:00pm & Thursday: 6:30am – 8:00am

Trade Show hours: Thursday: 8:00am – 4:00pm

Refer to the exhibit hall diagram on the reverse side for booth location, approximate sizes, **and booth prices.** All booths are draped and include an 8' table with chairs and two box lunches.

Increase Your Exposure By Becoming a Conference Sponsor

- Award sponsor
- Conference App
- General session sponsor
- Program advertisement
- Conference pens, notepads, bags, etc.
- Break refreshments
- Meal function
- Project Showcase
- Nametag badge holder
- Raffle prize donor

Items donated for the WTEA Foundation Raffle and Silent Auction will support college scholarships for future technology educators.



All conference sponsors will receive recognition in the conference program, in the conference App, from the podium during a general session, in the WTEA Interface Journal, and on our website.

*For sponsorship information and opportunities contact
Joe Ciontea, WTEA Executive Director*

Ph: (920) 904-2747 email: jc.wtea@gmail.com

Tentative Conference Schedule

Wednesday, March 4, 2020

5:30 p.m. - 8:00 p.m. Conference Registration
 4:00 p.m. - 8:00 p.m. Trade Show Exhibitor setup
 6:45 p.m. - 9:00 p.m. Awards Banquet (Ticket Required)

Thursday, March 5, 2020

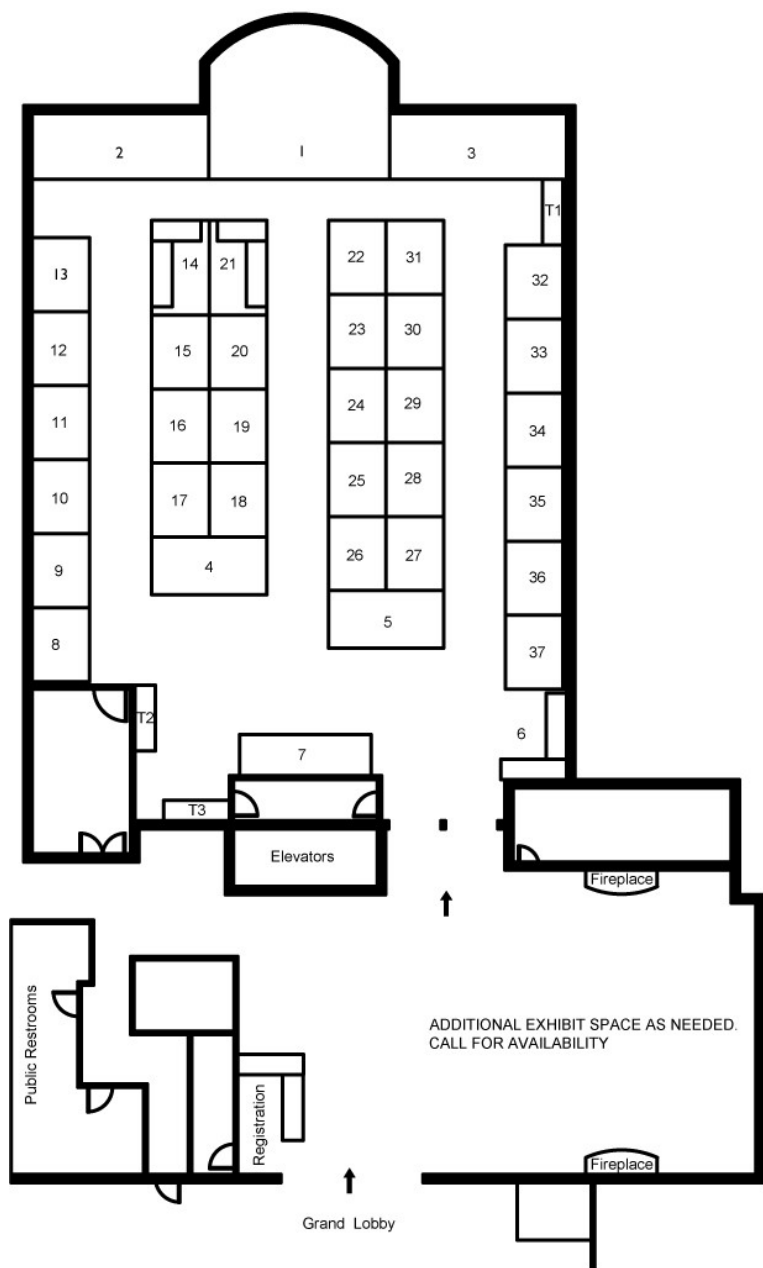
7:30 a.m. - 3:00 p.m. Conference Registration
 8:00 a.m. - 4:00 p.m. Trade Show
 9:00 a.m. - 4:00 p.m. Project Showcase
 9:00 a.m. - 10:00 a.m. 1st General Session
 10:15 a.m. - 3:30 p.m. Concurrent Sessions

Thursday, March 5, 2020 (evening)

7:00 p.m. - 9:30 p.m. President's Reception and WTEA Foundation
 Silent Auction

Friday, March 6, 2020

6:45 a.m. - 7:45 a.m. Early Riser Breakfast
 7:30 a.m. - 11:30 a.m. Conference Registration
 7:45 a.m. - 8:30 a.m. WTEA Membership Meeting
 8:45 a.m. - 12:15 p.m. Concurrent Sessions & Project Showcase and
 Automotive workshop at Easton Motors
 12:30 p.m. - 2:00 p.m. 2nd General Session & Luncheon
 2:15 p.m. - 3:30 p.m. WTEA Board Meeting & Regional Meetings



2501 River Road
 Wisconsin Dells, WI 53965

2020 Trade Show Exhibition

*Size & Pricing

Booth	Size	Cost
1	14 x 22	\$860
2-3	10 x 21	\$680
4-5	7 x 14	\$650
6	7 x 11	\$420
7	5 x 16	\$625
14-21	8 x 11	\$500
8-37	7 x 9	\$360
Double booths 8-37		\$650

*Sizes are approximate

51st Annual Conference

Tom Barnhart
 Exhibit Coordinator
 (ph) 920-615-1939
 tb.wtea@gmail.com



"Pride, Progress, Professionalism"

51st Annual Wisconsin TECHNOLOGY Education Association Conference & Trade Show

Thursday, March 5, 2020 ~ 8:00 a.m. – 4:00 p.m.



EXHIBIT SPACE CONTRACT

Complete this form and return to Tom Barnhart.

Firm Name: _____

Address: _____

City: _____

State _____

Zip _____

Phone _____

FAX _____

Exhibit Contact & Title: _____

Contact email address: _____

Company website: _____

Describe business products/services: _____

Conditions of Contract

- ❖ A standard 7' x 9' booth is \$360. Refer to the Exhibitor Prospectus for booth locations and pricing on oversize booths and premium locations
- ❖ A \$100 deposit per booth is required to reserve booth space. *We will only hold your booth reservation for 30 days without a deposit.* The balance is due Jan. 10th. Booths ordered after Jan. 10th require payment in full. Call for ACH or credit card payment instructions.
- ❖ Booths cancelled after Jan. 10th will be assessed a \$100 cancellation fee. No refunds will be given for booths cancelled within 45 days of the Trade Show
- ❖ The exhibit must be ready for review by 8 a.m. The exhibitor and their representatives agree to abide by the contract terms described on the following page.

Contact me about becoming a conference sponsor

Exhibit Contact _____

Date _____

Please note: an easy to complete electronic version of this form is online at: www.tinyurl.com/wtea

Booth preferences: use the space below to describe your preferred booth location and make other requests.

Return completed contract to: **Tom Barnhart, Exhibit Coordinator**

email: tb.wtea@gmail.com

2946 Cinnamon Ridge Trail Suamico, WI 54313

Phone: (920) 615-1939

Keep a completed copy of both sides of the document for your records



Contract Terms for the WTEA Trade Show

These guidelines are considered to be part of all exhibit 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 Ballroom of the Chula Vista Resort and Conference Center. The exhibition hall will be open on Thursday only, from 8:00 a.m. to 4:00 p.m.

Call for instructions if you need to ship items to the conference center.

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 6:30 a.m. and 8:00 a.m. All work must be done and each booth ready for viewing by 8:00 a.m. Exhibits must be staffed and remain intact from 8:00 a.m. until 4:00 p.m. 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.

No nails, screws or bracing wire may be used in erecting the display without the consent of the Convention Center. Stapling and/or taping of pictures, signs, cards and lights to the exhibit hall are not permitted. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor at their own expense.

3. CHARACTER OF EXHIBITS: The Exhibit Coordinator 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. *Under no condition will combustible oils or fuels be permitted in the exhibition area*

4. CANCELLATION: The Exhibit Coordinator will reserve booth space upon receipt of the contract and deposit. A \$100 cancellation fee will be assessed to any exhibitor who cancels their space contract after January 10th. No refunds will be given for cancellations 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 to any other person or firm without the written consent of the Exhibit Coordinator.

6. EXHIBITOR'S INFORMATION: A listing of available services, electrical equipment, booth furniture, hotel reservations, ID badge requests, banquet information, and shipping info will be sent to contracted exhibitors along with booth assignment prior to January 10th.

7. EXHIBITOR IDENTIFICATION: All exhibitors shall wear a badge that identifies their name and company.

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 Exhibit Coordinator.

9. ATTENDANCE PRIZES & RAFFLES: Please donate items to be used for the Silent Auction or to be given away as attendance prizes at the President's Reception on Thursday evening.

10. STANDARD BOOTH: All booths are 7' by 9' 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, decorations or arrangements must submit detailed copies to the Exhibit Coordinator and request written approval. Furniture, equipment, phone lines, and services other than that provided with your booth may be rented from the Chula Vista Resort. Fees are the responsibility of the exhibitor.

General lighting and a standard outlet is provided for all booths. Additional 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.

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.

Please note: the WTEA Executive Committee reserves the right to limit the amount of space used by one exhibitor. All booth sizes are approximate.

11. LIABILITY AND INSURANCE: The WTEA cannot guarantee against loss or damage of any kind. Neither the WTEA, or any of its representatives or the Convention Center will be responsible for any injury, loss or damage that may occur to exhibitors or their 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 WTEA, individuals, committee, conference center and firms from any and all claims for such loss, damage or injury.

12. BE A CONFERENCE SPONSOR: Show your support for the WTEA and increase your exposure to the association membership. There are many opportunities to sponsor conference activities. The WTEA Foundation holds both a ticketed raffle and a silent auction during the President's Reception.



Exhibitors are invited to attend and participate in the event. Please consider donating items for this event to support the WTEA Foundation Scholarship Fund. Contact Joe Ciontea for sponsorship and raffle information.

13. ADDITIONAL AGREEMENT INFORMATION: It is agreed that the exhibitor will abide by the rules and regulations stated here before, during and after the Trade Show and by any other reasonable rules considered necessary by the WTEA provided these do not alter the exhibitor's contractual rights. In the event of a dispute between an exhibitor and the Exhibit 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.

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

Tom Barnhart, Exhibit Coordinator
2946 Cinnamon Ridge Trail
Suamico, WI 54313
Phone (920) 615-1939
TB.wtea@gmail.com

OTHER CONFERENCE CONTACTS

Joseph Ciontea, Executive Director
P.O. Box 531
Rhinelander, WI 54501
Phone: (920) 904-2747 Fax: (920) 922-0779
Jc.wtea@gmail.com

Phil Bickelhaupt, WTEA President
phillip.bickelhaupt@wrps.net



Wisconsin Technology
Education Association

www.wtea-wis.org