



Thank you for supporting the WTEA!

After reviewing the WTEA PROSPECTUS online, complete the applicable forms below & submit to
TEAM.WTEA@gmail.com OR WTEA

879 Oakwood Lane
 Watertown, WI 53094

Payment can be paid online via Square, mail a check, or request a custom Quickbooks Invoice

TABLE OF CONTENTS

Page 2	.	.	Customer Information, Payment Details & Authorization Signature
Pages 3-4	.	.	WTEA Interface Journal Advertising Form
Pages 5-6	.	.	WTEA Conference Sponsorship Form
Pages 7-9	.	.	WTEA Tradeshow Exhibitor Form

QUESTIONS?

Call our WTEA Hotline at 920-USE-WTEA (873-9832) or email us at TEAM.WTEA@gmail.com

Or visit our website → www.WTEA-WIS.org

Tom Barnhart = Exhibitor Questions

Joe Ciontea = Interface Questions

Jesse Domer = Payment & Sponsorship Questions



CUSTOMER INFORMATION

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WEB ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

CONTACT EMAIL: _____ PHONE: _____

ORDER SUMMARY

I am signing up for the following opportunities with the WTEA.

I understand there are discounts applied if I sign up for multiple areas on the same Partnership Agreement..

- INTERFACE Ads (the Journal of the WTEA) ☐ Yes (see page 3) ☐ No
- SPONSORSHIP for this year's WTEA Conference ☐ Yes (see page 5) ☐ No
- EXHIBIT Space at this year's WTEA Conference ☐ Yes (see page 7) ☐ No

FEES SUMMARY

Total Fees from Page 3-4 (Interface Ads) . . . _____ (100% due to reserve)

Total Fees from Pages 5-6 (Sponsorships) . . . _____ (100% due to reserve)

Total Fees from Pages 7-9 (Exhibitors) . . . _____ (\$375 due to reserve)

IF purchasing all 3 - Save 10% on your order today . . . _____ (10% Discount IF ALL 3)

Total Owed to WTEA = _____

PAYMENT INFORMATION

☐ I paid _____ via Square on this date _____

Please email me a custom invoice for any remaining fees once finalized.

☐ I enclosed a check in the mail already for the amount of _____

Please email me a custom invoice for any remaining fees once finalized.

☐ Please send me a custom invoice so I can pay this online. (CC and ACH available)

AGREEMENT

I certify that I am an authorized representative of the company or organization identified in this Agreement and have the authority to enter into this Agreement on its behalf. By signing below, the company agrees to comply with all applicable policies, rules, terms, and conditions contained in the WTEA Exhibitor & Sponsorship Prospectus and Partnership Agreement, including the Interface Advertising, Sponsorship, and Exhibitor Terms & Conditions, as applicable, as well as any additional policies or procedures adopted by the Wisconsin Technology Education Association (WTEA).

Authorized Person (print name)

Title

Date

INTERFACE ADVERTISEMENTS

☐ YES, I want to advertise in the INTERFACE, the Journal of the WTEA!

WINTER ISSUE 2026/27 (Deadline: December 20th)

Full Page Ad - Outside Back Cover . . .	\$525	x Qty _____	=	\$ _____
Full Page Ad - Inside Front Cover . . .	\$520	x Qty _____	=	\$ _____
Full Page Ad - Inside Standard page . . .	\$280	x Qty _____	=	\$ _____
1/2 Page Ad - Inside Standard page . . .	\$200	x Qty _____	=	\$ _____
1/4 Page Ad - Inside Standard page . . .	\$125	x Qty _____	=	\$ _____

SPRING ISSUE 2027 (Deadline: March 15th)

Full Page Ad - Outside Back Cover . . .	\$525	x Qty _____	=	\$ _____
Full Page Ad - Inside Front Cover . . .	\$520	x Qty _____	=	\$ _____
Full Page Ad - Inside Standard page . . .	\$280	x Qty _____	=	\$ _____
1/2 Page Ad - Inside Standard page . . .	\$200	x Qty _____	=	\$ _____
1/4 Page Ad - Inside Standard page . . .	\$125	x Qty _____	=	\$ _____

FALL ISSUE 2027 (Deadline: August 20th)

Full Page Ad - Outside Back Cover . . .	\$525	x Qty _____	=	\$ _____
Full Page Ad - Inside Front Cover . . .	\$520	x Qty _____	=	\$ _____
Full Page Ad - Inside Standard page . . .	\$280	x Qty _____	=	\$ _____
1/2 Page Ad - Inside Standard page . . .	\$200	x Qty _____	=	\$ _____
1/4 Page Ad - Inside Standard page . . .	\$125	x Qty _____	=	\$ _____

Sub-Total for Interface Ads = \$ _____

IF purchasing 2 Ads (Save 5%)

IF purchasing 3 Ads (Save 10%)

Discount Savings = \$ _____

Total for Interface Ads = \$ _____

CONFERENCE SPONSORSHIPS

☐ YES, I want to Sponsor this year's WTEA Spring Conference!

SEE PROSPECTUS ONLINE FOR UP TO DATE AVAILABILITY OF SPONSORSHIPS...

This PDF is not updated as regularly to show what is already sold.

General Session Sponsors

Wednesday Banquet / Dinner Session Sponsor	\$1,250	x Qty _____	=	\$ _____
Thursday Morning General Session Sponsor	\$1,000	x Qty _____	=	\$ _____
Friday Breakfast General Session Sponsor	\$1,000	x Qty _____	=	\$ _____
Friday Lunch General Session Sponsor	\$750	x Qty _____	=	\$ _____

Awards & Recognition Sponsors

Banquet - Teacher Excellence Awards Sponsor	\$500	x Qty _____	=	\$ _____
Banquet - Special Recognition Awards Sponsor	\$500	x Qty _____	=	\$ _____
Banquet - Teacher of the Year: Video & Award	\$500	x Qty _____	=	\$ _____
Banquet - HS Program of the Year: Video & Award	\$500	x Qty _____	=	\$ _____
Banquet - MS Program of the Year: Video & Award	\$500	x Qty _____	=	\$ _____
25 Year Awards - Gift to Veteran Teachers	\$250	x Qty _____	=	\$ _____

Conference Sponsors

Conference Printed Program Sponsor	\$750	x Qty _____	=	\$ _____
Conference Digital App Sponsor	\$500	x Qty _____	=	\$ _____

Name Badge Sponsors

Lanyard Sponsor	\$1,000	x Qty _____	=	\$ _____
Logo on Bottom 1/3 of Printed Namebadges	\$400	x Qty _____	=	\$ _____

Conference Essentials Sponsors

Conference Pens at Registration Table	\$500	x Qty _____	=	\$ _____
Conference T-Shirts (2 of 2 available)	\$1,000	x Qty _____	=	\$ _____
Presenter Padfolios	\$750	x Qty _____	=	\$ _____

Hospitality Sponsors

New Teacher Boot Camp Lunch Sponsor (Thursday)	\$800	x Qty _____	=	\$ _____
Conference Coffee Station - Tradeshow	\$500	x Qty _____	=	\$ _____
Conference Coffee Station - Sessions Hallway	\$500	x Qty _____	=	\$ _____
President's Reception - Evening Social Sponsor	\$750	x Qty _____	=	\$ _____

Conference Activities Sponsors

Project Showcase Sign & Banner Sponsor	\$500	x Qty _____	=	\$ _____
Make & Take Project Sponsor	\$500	x Qty _____	=	\$ _____
Raffle and/or Silent Auction Donations	\$250+	x Qty _____	=	\$ _____

Total for Sponsorships = \$ _____

CONFERENCE EXHIBITORS

☐ YES, I want to reserve my Exhibit Space for this year's WTEA Spring Conference!

Exhibit Spaces - Grand Ballroom (see map in the Prospectus)

Booths 1-30	(Single)	(7x19)	.	\$375	=	\$_____
Booths 1-30	(Double)	(7x18)	.	\$675	=	\$_____
Booths A1 or A3	(Oversize)	(10x21)	.	\$700	=	\$_____
Booth A2	(Oversize)	(14x22)	.	\$885	=	\$_____
Booths A4 or A5	(Oversize)	(14x16)	.	\$1,340	=	\$_____
Booth A6	(2 Tables)	(5x16)	.	\$630	=	\$_____

Exhibit Spaces - Registration Lobby (see map in the Prospectus)

These booths are on a first reserve basis (This Agreement + \$375 downpayment)

These booths ALSO requires purchase of Interface Ad & Conference Sponsor

Booth 31	(2 tables)	(5x12)	.	\$500	=	\$_____
Booths 32-34	(Single)	(7x9)	.	\$500	=	\$_____
Booths C2 or C3	(Booth + Side Table)	(7x9)	.	\$500	=	\$_____
Booths C1 or C4	(Single)	(7x9)	.	\$500	=	\$_____

Sub-Total for Exhibitors = \$_____

IF reserving after November 15th - extra \$50 per booth

LATE FEE = \$_____

Total for Exhibitors = \$_____

Preferred Booth #'s in ranked order: #1 _____ #2 _____ #3 _____

Each standard booth comes with 1 Table and 2 Chairs, 1 standard 110v power outlet.

Who will be your on site contact(s) at Chula Vista during the Tradeshow?

Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____

PLEASE READ the Terms and Conditions
at the end of this document for more details about the exhibition and booths.

TERMS & CONDITIONS - INTERFACE ADS

These guidelines are considered to be part of all Interface Advertisement contracts. The Interface Journal Editor reserves the right to interpret them, as well as to make final decisions on all points which the guidelines do not cover.

1. ADVERTISEMENT ACCEPTANCE: The Wisconsin Technology Education Association (WTEA) reserves the right to accept, reject, or request modifications to any advertisement submitted for publication. Advertisements must align with the mission and professional standards of the Association. Acceptance of an advertisement does not constitute an endorsement of the advertiser, its products, or its services.

2. ARTWORK SPECIFICATIONS: Advertisers are responsible for submitting artwork that meets WTEA production specifications. (Digital files only, 300+ DPI preferred, Preferred file types include: pdf, tif, jpg)

3. ADVERTISING CONTENT: The Advertiser is responsible for accuracy of all content. All trademarks and copyrights must belong to the advertiser or be properly licensed. Advertisements may not contain false or misleading claims. Advertising should be relevant to educators, schools, technology and engineering education, workforce development, or related professional services. WTEA may request edits to improve readability or correct obvious formatting issues. Advertisers are responsible for ensuring they possess all necessary rights to use any photographs, illustrations, logos, or AI-generated images included in submitted advertisements.

4. SUBMISSION DEADLINE: Artwork must be received by published deadline. Ads received after the deadline may not appear in the requested issue. WTEA is not responsible for delays caused by late submissions.

5. PAYMENT TERMS: Payment due before publication, unpaid advertisements may be removed. Returned payments are subject to applicable fees.

6. PROOFS and APPROVALS: A proof may be provided upon request. Advertisers are responsible for reviewing and approving all proofs before the approval deadline. Failure to respond by the deadline may be considered approval to print.

7. CHANGES and CANCELATIONS: Changes accepted until artwork deadline. Cancellations must be submitted in writing. Cancellations after production begins may not be eligible for a refund.

8. PLACEMENT: While WTEA will make reasonable efforts to honor requested advertisement placement inside the Interface, specific page locations cannot be guaranteed unless otherwise stated in a written sponsorship agreement or a specific paid advertisement spot.

9. PUBLICATION SCHEDULE: Publication dates are approximate and may change due to production schedules or circumstances beyond WTEA's control.

10. LIABILITY: WTEA's liability for any error, omission, or failure to publish an advertisement shall not exceed the amount paid for the advertisement. WTEA shall not be liable for consequential or incidental damages.

11. EDITORIAL INDEPENDENCE: Paid advertisements are separate from editorial content. Advertisers have no influence over editorial decisions, articles, or Association communications.

12. NO ENDORSEMENT: Publication of an advertisement does not imply endorsement or recommendation by the Wisconsin Technology Education Association, its Board of Directors, or its members.

13. COMPLIANCE WITH LAWS: Advertisers are responsible for complying with all applicable federal, state, and local laws, including advertising regulations and intellectual property laws.

14. INDEMNIFICATION: Advertisers agree to indemnify and hold harmless WTEA against claims arising from the content of their advertisements, including copyright, trademark, defamation, or other legal disputes.

15. FORCE MAJEURE: WTEA shall not be responsible for delays or failure to publish caused by circumstances beyond its reasonable control, including natural disasters, labor disruptions, equipment failures, or other unforeseen events.

16. MEMBER MAILING LIST PROTECTION: Purchase of advertising does not provide access to WTEA membership contact information. WTEA does not sell or distribute member mailing lists.

TERMS & CONDITIONS - SPONSORSHIPS

These guidelines are considered to be part of all Interface Advertisement contracts. The Interface Journal Editor reserves the right to interpret them, as well as to make final decisions on all points which the guidelines do not cover.

1. SPONSORSHIP ACCEPTANCE: The Wisconsin Technology Education Association (WTEA) reserves the right to accept or decline any sponsorship request. Sponsorship opportunities are offered on a first-come, first-served basis and are subject to availability. Confirmation is not final until accepted by WTEA.

2. SPONSORSHIP BENEFITS: Sponsors receive only the benefits specifically listed in the Sponsorship Prospectus or otherwise agreed to in writing. Benefits will vary by sponsorship level. Sponsorship benefits are non-transferable unless approved by WTEA. While WTEA will make every reasonable effort to provide all sponsorship benefits as described, certain benefits may be modified when necessary due to venue requirements, production limitations, or circumstances beyond WTEA's control.

3. PAYMENT TERMS: Payment due within 30 days of invoice unless prior arrangements are made through the WTEA Executive Director. Sponsorship benefits may be withheld until payment is received. Sponsorships are not reserved until payment is received. Outstanding balances may result in cancellation. Returned payments are subject to applicable fees.

4. SPONSOR LOGO and MARKETING MATERIALS: Sponsors are responsible for; providing high-resolution logos, ensuring artwork is accurate, having permission to use all submitted trademarks and graphics, and meeting submission deadlines. **Late submissions may prevent inclusion in printed materials.**

5. RECOGNITION OPPORTUNITIES: WTEA will make every reasonable effort to provide all advertised recognition. Recognition opportunities depend on materials being submitted on time. Some recognition opportunities are dependent upon production schedules.

6. SUPPORTER RECOGNITION LEVELS: Supporter recognition levels are based on the combined qualifying purchases identified in the current WTEA Exhibitor & Sponsorship Prospectus. Recognition levels are calculated by WTEA and are not guaranteed until all qualifying commitments are confirmed. Recognition benefits are cumulative and apply only to the current conference year unless otherwise stated.

7. EXCLUSIVE SPONSORSHIPS: Unless specifically identified as an exclusive sponsorship, WTEA reserves the right to accept multiple sponsors within the same business category.

8. DEADLINES: Sponsors who miss artwork deadlines may forfeit without refund; printed program recognition, signage, other printed materials.

9. CHANGES and CANCELLATIONS by WTEA: WTEA reserves the right to modify conference schedules, room assignments, event formats, speaker lineups, or sponsorship locations when necessary. If WTEA cancels a sponsorship opportunity, liability is limited to the sponsorship amount paid or an equivalent future sponsorship credit, at WTEA's discretion.

10. CHANGES and CANCELLATIONS by SPONSOR: Cancellations must be submitted in writing. Refunds are subject to WTEA's cancellation policy. Production costs already incurred may be deducted. Customized sponsor items may be non-refundable.

11. NO ENDORSEMENT: Sponsorship does not imply endorsement of the sponsor's products, services, or opinions by WTEA. Sponsors may not use the WTEA name, logo, or conference branding in advertisements or promotional materials in a manner suggesting endorsement without prior written permission.

12. APPROPRIATE CONDUCT: Sponsors agree to conduct themselves professionally and respectfully. WTEA reserves the right to remove sponsor materials or terminate sponsorship benefits if conduct is inconsistent with the mission or standards of the Association.

13. INTELLECTUAL PROPERTY: Sponsors retain ownership of their logos and trademarks. WTEA is granted permission to use sponsor logos solely for fulfilling sponsorship benefits associated with the conference or agreed-upon event.

14. LIMITATION OF LIABILITY: WTEA shall not be liable for indirect, incidental, or consequential damages arising from sponsorship participation.

15. FORCE MAJEURE: If the conference must be modified, postponed, or canceled due to such circumstances, WTEA will make reasonable efforts to fulfill sponsorship benefits through alternative means when practical.

16. PHOTO, VIDEO & MARKETING: WTEA may photograph or record the exhibit hall and use images of booths, exhibitors, attendees, and displays for promotional purposes unless otherwise requested in writing.

TERMS & CONDITIONS - EXHIBITORS

1 of 2

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. EVENT LOCATION & EXHIBIT HOURS:

Exhibits will be in the Ballroom and other spaces of the Chula Vista Resort. The exhibits will be open on Thursday only, from 8am to 4pm. Exhibits must be staffed and remain intact from 8am until 4pm the day of the exhibition.

2. BOOTH ASSIGNMENTS: Registered Exhibitors will receive an Exhibitor Packet (pdf) before the conference (*generally around Feb 1st*). This will include your booth # and other pertinent information.

Though exhibitors may request their preferred booth locations, the WTEA will use good faith efforts to accommodate Exhibitor's requests.

The WTEA reserves the right to modify the Floor Plan and/or Booth Assignments, in its sole discretion, as may be necessary for the best interests of the Conference and Exhibition and for the safe and efficient operation of the Conference and Exhibition. In the event of relocation, the Exhibit Coordinator shall promptly notify the Exhibitor of such relocation.

3. SETUP & DISMANTLING OF EXHIBITS:

Exhibits may be setup the day before the exhibition (Wednesday) between 2pm and 8pm and/or the morning of the exhibition (Thursday) between 6:30am and 8am. All work must be done and each booth ready for viewing by 8am.

Space not occupied by 7:30am the day of the exhibition, may be canceled or reassigned without refund.

Dismantling prior to 4pm is prohibited. All dismantling must be finished and all exhibit material moved from the exhibit hall by 6pm on Thursday.

Vendors should remember that booths do not contain extra storage. All shipping, and event supplies should be contained within the booth. In the event this is not possible. Vendors should reach out to the Exhibit Coordinator to make any possible arrangements.

4. BOOTH SPECIFICATIONS & INCLUDED AMENITIES:

The WTEA offers various booth options for exhibitors. Though location and sizes vary - amenities are similar.

Each booth will have Pipe & Drape set up as part of the package. One tall rear drape and shorter side walls - within respect to location and size of each booth.

One table and two chairs will be provided per standard booth.

Each standard booth will be provided one electrical outlet rated for 110v to utilize. Please know this is rated for simple devices like a laptop and TV. If an exhibitor needs more electrical to run equipment in their booth - they are responsible for making arrangements with the convention center for their needs.

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.

The convention center has guest wi-fi available for exhibitors to use at no charge.

No walls, partitions, decorations or other obstructions may be erected which in any way interferes with the view of any other exhibitor. Aisles in front of the booths must be kept completely clear.

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, internet 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 is provided by the conference center via ceiling lights in the exhibitor hall.

Under no condition will combustible oils or fuels be permitted in the exhibition area.

Attaching pictures, signs, cards, or 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.

5. CHARACTER OF EXHIBITS: The Exhibit Coordinator reserves the right to decline or prohibit any exhibit, which, in their judgement is not suitable to or in keeping with the character of the Trade Show. This includes, but not limited to; professional conduct, no hazardous materials, no illegal products, no offensive displays, no activities creating safety hazards, products appropriate to Technology & Engineering Education.

6. ALCOHOL: No Alcohol may be served from any exhibitor booth spaces.

7. PAYMENT TERMS: The Exhibit Coordinator will reserve booth space upon receipt of the Partnership Agreement (*Contract*) and \$375 deposit. Booth assignments not committed until deposit received. Returned checks subject to fees.

8. CANCELLATION: The \$375 booth deposit fee is non-refundable after January 15th. No refunds will be given for cancellations within 30 days of the conference.

TERMS & CONDITIONS - EXHIBITORS

2 of 2

9. SUBLETTING SPACE: Booth space may not be shared, reassigned, transferred, or subleased without prior written approval from the Exhibit Coordinator..

10. FINAL CONFERENCE PREPARATIONS: Exhibitor booth assignments, a listing of available services, shipping information, and more detailed conference information such as Banquet and President's Reception; will be sent to contracted exhibitors around February 1st.

11. EXHIBITOR IDENTIFICATION: All exhibitors shall wear a badge that identifies their name and company. The WTEA can print conference name badges for Exhibitor Staff if needed upon request, though we prefer names in advance.

12. SOLICITATION / DEMONSTRATION: Exhibitors are confined to their own respective booths. No canvassing or distribution of materials may take place outside of the rented booth space (i.e., not allowed in meeting rooms).

While equipment is operating or being demonstrated; no excessive noises, demos must remain within the booth footprint, no disruption of adjoining booth spaces. Engines or any kind of equipment may be operated ONLY with the consent of the Exhibit Coordinator.

Breakout sessions are classroom practitioner led. Please note that purchasing an exhibit booth does not include a presentation slot.

13. PRIVATE SOCIAL EVENTS: To maximize attendance at all association activities, we encourage vendors to participate with the WTEA so they may take advantage of the networking opportunity. As the WTEA programs opportunities for everyone to gather and socialize we are discouraging separate on site gatherings organized outside the WTEA sponsored events.

14. FUNDRAISING: The only fundraising activities permitted to be conducted on the exhibit floors is that benefiting the WTEA or the WTEA Foundation.

15. PHOTO, VIDEO & MARKETING: WTEA may photograph or record the exhibit hall and use images of booths, exhibitors, attendees, and displays for promotional purposes unless otherwise requested in writing.

16. LIABILITY & INSURANCE: Exhibitors are responsible for insuring their own personnel, products, displays, and equipment. WTEA and the conference facility assume no responsibility for loss, theft, damage, or injury except where caused by their own negligence. Exhibitors are encouraged to carry general liability insurance covering their participation.

17. GENERAL TERMS: 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 questions may be referred to the WTEA's Executive Director. Decisions of the WTEA are final. The WTEA will not assume responsibility for financial transactions between the exhibitor and the electrician, decorator, hotel, hall or drayage firm.

Upon signing the Partnership Agreement, the exhibitor expressly releases the WTEA, individuals, committee, conference center and firms from any and all claims for such loss, damage or injury.

18. FORCE MAJEURE: WTEA shall not be liable for delays, cancellations, or modifications resulting from circumstances beyond its reasonable control, including but not limited to severe weather, fire, labor disputes, government actions, public health emergencies, or other acts of force majeure. In such cases, WTEA will make reasonable efforts to communicate changes and determine appropriate remedies.