



# Western States Sheriffs' Association

## Exhibitor Agreement – Rules, Terms and Conditions of Exhibit Space – 2020 Annual Conference and Trade Show

### February 23-27, 2020

#### 1. REGISTRATIONS Registration for booth space is available online at <https://westernsheriffs.org>

- ❖ Payment can be made by credit card; AMEX, DC, MC, and VISA.
- ❖ If you select to pay by check, an invoice will be generated and emailed to the Main Contact email.
- ❖ If paying by check, your registration will be pending until payment is received. Payment must be received within 30 days or your pending registration may be cancelled. Booth(s) will not be assigned until payment is received. Please include a contact name, phone number and confirmation number with your check.
- ❖ Send payment to : Western States Sheriffs' Association 474 Roger Canyon Road Laramie, WY 82072
- ❖ Any questions please contact: [james.f.pond@gmail.com](mailto:james.f.pond@gmail.com) or [kapke@gilpincounty.org](mailto:kapke@gilpincounty.org)
- ❖ Phone: (Jim) 307-760-4075 or (Tonia) 303-888-8620

#### 2. REGISTRATION POLICY

- ❖ You will need to enter an Exhibitor “Main Contact” on the first online registration page. The main contact will NOT be registered automatically as an attendee. If the Main Contact will be attending, please enter their name in the space “Attendees”.
- ❖ You will be required to enter the following: Complete contact information; company name, company website; company product/service classification. You will receive 2 complimentary Booth Personnel registration with each single booth purchase.
- ❖ Specify any special needs, including booth placement. WSSA will do its best to honor your needs. WSSA reserves the right to assign and change booth locations.
- ❖ Trade Show Personnel names must be emailed to [kapke@gilpincounty.org](mailto:kapke@gilpincounty.org) by January 13, 2020.
- ❖ Substitutions of Trade Show Personnel are permitted but must be received via email to [kapke@gilpincounty.org](mailto:kapke@gilpincounty.org) There is a \$10 fee for Trade Show Personnel substitutions.
- ❖ Exhibitor packet from GES will be emailed to the Main Contact email address 3 weeks prior to conference.
- ❖ Registration must be received prior to January 15, 2020 to ensure you are listed in all printed material.
- ❖ Booths are assigned on *first come first served basis*.

#### 3. CANCELLATIONS

- ❖ All cancellations must be submitted in writing to Western States Sheriffs' Association [james.f.pond@gmail.com](mailto:james.f.pond@gmail.com) prior to January 23, 2020. Refunds will be granted if notified by the date listed minus a \$50.00 administration fee. There will be no refunds on space canceled after February 13, 2020.

#### 4. STANDARD BOOTH DESCRIPTION AND REGULATIONS

- ❖ All booths are 8'x10'. Height of built up displays is limited to 8 feet, (unless otherwise approved by WSSA or GES).
- ❖ Side wings should not obstruct a view of the adjacent booths. Items can be placed along the sides or on tables as long as they do not obstruct a view of the adjacent booth.

#### 5. VEHICLES

- ❖ Vehicles require at minimum, two booth spaces.
- ❖ If you are exhibiting a Bus or transport van you must have at minimum 3 booth spaces per vehicle.
- ❖ All vehicles must be brought in as close to Noon as possible on Sunday, February 23, 2020.

## 6. EXHIBIT BOOTH PRICING

- ❖ Booth Cost is \$550 (Prices through January 1, 2020)
- ❖ Booth Cost is \$650 (on or after January 2, 2020)
- ❖ There is a late fee of \$50 on and after February 10, 2020

The basic booth space cost includes:

- ❖ Draped 3' back wall and 3' draped sidewalls
- ❖ One draped 6' table and 2 chairs, 1 wastebasket
- ❖ Company listing in Conference Program (Deadline applies) Listing includes company name, booth number, and website address and abbreviated company/product description.
- ❖ Two full conference registrations per booth
- ❖ Participation in Sponsored Breakfasts Tuesday and Wednesday morning.
- ❖ Participation in Sponsored Lunch on Tuesday and Wednesday
- ❖ **We encourage and expect you to sit at a table during meals with our attendees. It is a great networking opportunity!**
- ❖ Invitation to Presidents Reception on Monday Evening. This will include silent and live auction.

These food functions are at no cost to Exhibitors who are wearing a Western States Sheriffs' Association Exhibitor Name Badge.

## 7. GES

- ❖ This company will forward you by email, approximately 3 weeks prior to conference date an Exhibitor "Ordering Packet." This packet will describe information on exhibit move in and move out, exhibit hours, rental furniture, carpet, electrical, audio visual equipment, booth signs, telecommunications, material handling service and rates, labor for installation and dismantling, other accessories, additional services and regulations for trade show exhibitors:

## 8. EXHIBIT HALL SET UP/TEAR DOWN EXHIBIT HOURS

- ❖ All work must be completed and each booth ready for the opening of the Exhibits at 7:00 am on Tuesday, February 25, 2020. All booths should be occupied during published show hours. All exhibiting companies must be in good standing with WSSA, i.e., all outstanding invoices (over 30 days) must be paid in full before exhibiting companies will be allowed to set up their display.

## 9. PROPER USE OF EXHIBIT SPACE

- ❖ All booths should be assembled in a manner, which does not distract from or obstruct adjacent booths. Exhibitors may not reassign, sublet, or allow the use by other exhibitors of whole or part of the booth space assigned by the Western States' Sheriffs' Association.

## 10. HOTEL ACCOMMODATIONS

- ❖ Accommodations are at the Peppermill Hotel and Casino 2707 S. Virginia Street, Reno, Nevada. Hotel reservations must be purchased on your own, please mention conference group code AWSSA20 for discounted pricing. Limited block of rooms is available so please make reservations early. Please call 800-282-2444 to reserve your room. The room block will be released on **January 21, 2020**. After this date the discounted rates will not be available.

## 11. SETUP:

- ❖ GES will set up the Trade Show on Sunday, February 23, 2020 from 0800 am – 3:00 p.m.
- ❖ We request vehicles to come as close to noon as possible on February 23, 2020 for staging and placement
- ❖ GES Service Booth will be open during setup hours and during show hours.
- ❖ Booth set up Monday 10:00 am – 5:00pm

### TRADE SHOW HOURS:

- ❖ Tuesday, February 25, 2020 6:45 a.m. - 5:00 p.m.
- ❖ Wednesday, February 26, 2020, 6:45 a.m. – 2:00 p.m.
- ❖ BREAKDOWN: Wednesday, February 26, 2020, 2:00 p.m. (after lunch)

## 12. SPONSORSHIPS

- ❖ There are many opportunities to increase your organization/company exposure at the conference.
- ❖ You may indicate on your registration which sponsorship level you are interested in or contact WSSA about a specific sponsorship.
- ❖ Sponsorship levels and opportunities are as follows:

### PLATINUM \$3,000

- ❖ 1 booth at the annual conference and Trade Show
- ❖ Platinum sponsorship signage
- ❖ Signage in the training area and in the Trade Show area
- ❖ Logo posted on the WSSA Website for one (1) year
- ❖ Platinum plaque to hang
- ❖ Announcement in training of your platinum sponsorship
- ❖ Recognition in the Exhibitor Directory and your contact information posted during the conference

### GOLD \$2,000

- ❖ Gold sponsorship signage
- ❖ Signage in the training area and in the Trade Show area
- ❖ Logo posted on the WSSA webpage for six (6) months
- ❖ Announcement in training of your Gold Sponsorships
- ❖ Special notice in the Exhibitor Directory of your contact information posted during the conference

### SILVER \$1,000

- ❖ Silver sponsorship signage
- ❖ Signage in the training area and the Trade Show area
- ❖ Announcement in the training of your Silver Sponsorship
- ❖ Special notice in the Exhibitor Directory and your contact information posted during the conference

### BRONZE \$500

- ❖ Bronze sponsorship signage
- ❖ Signage in the training area and the Trade Show area
- ❖ Announcement in the training of your Bronze sponsorship
- ❖ Special notice in the Exhibitor Directory and your contact information posted during the conference

If you would like to discuss a special sponsorship opportunity, (Breakfast, Lunch, Break Sponsor or Presidents Reception Sponsor) please contact Jim Pond, [james.f.pond@gmail.com](mailto:james.f.pond@gmail.com) or 307-760-4075 Cell.

#### 15. AUCTION

- ❖ WSSA appreciates any size donation. Monday night is the Presidents Receptions with a live and silent auction. If you would like to donate an item for this event please contact Tonia Kapke at [kapke@gilpincounty.org](mailto:kapke@gilpincounty.org) or Sheriff Dave Brown at [daveb@co.skamania.wa.us](mailto:daveb@co.skamania.wa.us) These items need to be brought to the registration desk by noon on Monday, February 24, 2020. Please bring your business card so that may go with the item that will be auctioned off and you are recognized.

#### 16. GIVE-AWAY ITEMS

- ❖ WSSA encourages you to have give away items at your booth. We will assist you by calling you up during lunch break and you can use the audio system to call out the winner of your prize and announce what company you are representing.

#### 17. DISMANTLING OF DISPLAYS

- ❖ Exhibitors are discouraged from dismantling their exhibits or doing any packing until after 1:30 pm (time approximate –after lunch) on Wednesday, February 26, 2020
- ❖ It is the responsibility of the Exhibitor to provide for return shipment of exhibit material.

#### 18. LIABILITY AND INSURANCE

- ❖ Neither the Western States Sheriffs' Association, nor the GES will be responsible for any loss, damage, or injury that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior to, during or after the period covered by the exhibit agreement.
- ❖ The exhibitor specifically agrees to hold harmless the Western States Sheriffs' Association and agrees to indemnify against any and all claims for loss, damage, or injury to any exhibitor's property or employees.
- ❖ The Exhibitor shall be solely responsible for the operation of his exhibit and indemnifies the Western States Sheriffs' Association against any claims for loss, damage, or injury to the exhibitor, his employees, spectators, or attendees, arising from the operation of said exhibit.
- ❖ Insurance on each exhibit shall be obtained at the Exhibitor's own expense.
- ❖ By signing up for booth rental for this annual conference you are agreeing to these terms.

#### 19. UNCLAIMED BOOTH SPACE

- ❖ Exhibit Space not claimed or occupied by 9:00 a.m. on the morning of Tuesday, February 25, 2020 may be reassigned at the discretion of the Western States Sheriffs' Association.
- ❖ The Western States Sheriffs' Association reserves the right to reassign/or realign booth space as required for the benefit of all Exhibitors present without prior approval of the Exhibitor.

#### 20. PROPER USE OF AUDIO-VISUAL EQUIPMENT

- ❖ The use of audio-visual and other special effects equipment should not obstruct or otherwise interfere with adjacent booths or other events conducted by the Western States Sheriffs' Association.

#### 21. DIRECT SALES ARE ALLOWED

- ❖ Exhibitors will be responsible for collecting and paying all taxes if due.
- ❖ EXCEPTION: Soft drinks and/or food may not be sold. Complimentary bite sized sample portions may be dispensed, all other food items must be approved by the hotel.
- ❖ The sale of any other item or equipment is allowed in compliance with state and federal laws.

- ❖ The sale of firearms by Federally Licensed Firearm Dealers must comply with State and Federal Rules.

## 22. UNAUTHORIZED DISPLAYS

- ❖ To protect the interests of all Exhibitors, signs and displays other than those located at Exhibitors' booths in the Exhibit Hall are prohibited except for public interest signs provided and displayed by the Western States Sheriffs' Association.

## 23. EXHIBITOR REPRESENTATIVES

- ❖ The Exhibitors must insure that representatives working in their booth are aware of all terms, conditions and rules pertaining to the exhibition.

## 24. SECURITY

- ❖ During the hours that the Exhibits are closed, the Security will be provided for the area.
- ❖ All persons are hereby notified that neither the Western States Sheriffs' Association or GES will assume the responsibility for loss/damage to items left in the booth.
- ❖ All computers, cameras and/or items subject to pilferage should always be secured to prevent loss or misuse.
- ❖ All Firearms will be locked up by WSSA staff, logged and signed in by the vendor and WSSA staff during off hours of the Trade Show.

## 25. EXHIBIT HALL POLICY

- ❖ The Western States Sheriffs' Association firmly restricts representatives or organizations that have not been assigned an official exhibit booth space from soliciting business and/or distributing promotional materials of any type within the Exhibit Hall area or any other areas.
- ❖ Further, those organizations that have been assigned an official WSSA booth(s) must conduct all business activities within their assigned booth space and may not impede traffic through the Exhibit Hall aisles and other areas.