



# Wyoming Veterinary Medical Association



## WVMA Summer Meeting June 9 - 11, 2024

### Sponsor & Exhibitor Packet

Holiday Inn Cody - At Buffalo Bill Village  
1701 Sheridan Ave  
Cody, WY 82414



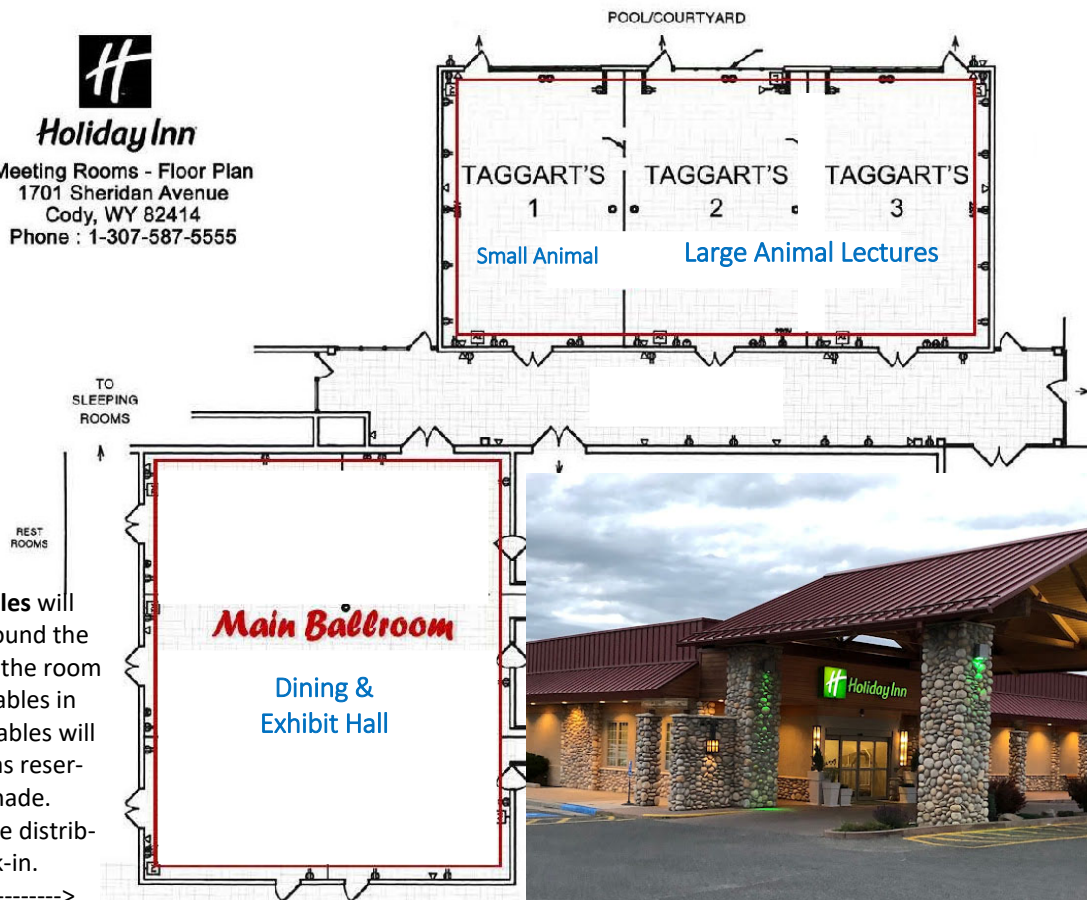
### *Please Join Us!*

You are invited to participate in the Wyoming Veterinary Medical Association Summer Meeting. The WVMA has a long and rich history of providing excellent continuing education in an inviting atmosphere of collegiality. Conference attendance is expected to be around 80-100 veterinarians. Our tradeshow is the perfect opportunity to connect with veterinary professionals.



#### **Holiday Inn**

Meeting Rooms - Floor Plan  
1701 Sheridan Avenue  
Cody, WY 82414  
Phone : 1-307-587-5555



Exhibitor tables will be placed around the perimeter of the room with dining tables in the center. Tables will be assigned as reservations are made. Table # will be distributed at check-in.



Showcase Your Products & Services  
Meet & Connect with Prospective Customers  
Strengthen Your Bond with Existing Customers  
Strengthen or Establish Your Brand

An opening reception and multiple built-in breaks per day allow you to interact with the attendees.



## Join us in Cody for the WVMA Summer Meeting!

### EXHIBIT SPACE

#### **Tabletop Exhibit**

Booth includes a 8' table, two chairs in a carpeted area with access to electricity. Booths will be placed around the perimeter of the Main Ballroom. All meals and breaks will be served in the Main Ballroom as well. Tables will be assigned as applications are submitted. At check-in, exhibitors will receive their table number.

#### **Included**

Complimentary registration for (2) representatives to exhibit and attend:

- Sunday night opening reception
- Breakfast and lunch on Monday & Tuesday
- Morning and afternoon refreshment breaks

*Registration for up to two additional representatives is \$175 per person which covers all meals listed above and name badge.*

#### **Rates**

Exhibitor + Sponsor	Exhibitor
Gold Sponsor \$2000*	Exhibitor Registration - \$650
Silver Sponsor \$1000	
*Discounted rate for providing a speaker	

### TRAFFIC BUILDER

We will encourage our registrants to visit the exhibit booths by rewarding those that collect at least 10 signatures. Each participant registration packet will include a "Visit the Exhibits" sheet. Participants that collect 10 or more vendor initials on this sheet will earn a ticket win a prize. Drawing will be held over lunch on Tuesday.

### AUCTION DONATION

Vendors are encouraged to bring an item for the live auction in conjunction with the BBQ dinner. All proceeds go towards Wyoming veterinarians in need, clinics affected by disasters, or other veterinary related funds. Handmade items are always popular (metalworks, wood working, etc.). Please bring the item to the registration desk during set up and be sure to include your business card. Thank you for supporting the Wyoming veterinary community.

### PAYMENT

Payment for vendor's booth space shall accompany the Exhibit Booth Reservation form and must be received by the WVMA to hold your booth space reservation.



Enjoy benefits at every level:

	Gold Sponsor or 1/2 day sponsored speaker	Silver Sponsor or event sponsor	Exhibitor
Exhibitor/Sponsorship fee	\$2,000	\$1,000	\$650
Special fee for company sponsoring a speaker	\$650 + speaker	N/A	N/A
Special fee for event sponsor	\$1,500 + event	\$650 + event	N/A
Booth in Exhibit Hall	X	X	X
Name in Proceedings	X	X	X
Breakfast, Lunch, and Beverage Breaks for Two Company Representatives	X	X	X
Two Tickets to Opening Reception	X	X	X
Attendee List Before & After Conference	X	X	X
Company Name Listed in Signage for Exhibit Hall			X
Company Name Listed on Conference Webpage			X
Logo in Signage for Exhibitor Hall	X	X	
Logo in Brochure Mailings - For speaker & event sponsors	X	X	
Logo on Conference Webpage	X	X	
Logo Included in Program & Proceedings	X	X	
Half Page Ad in Conference Proceedings		X	
Full Page Ad in Conference Proceedings	X		
Company thanked during introduction of sponsored speaker	X	X	
Special recognition during lunch	X		



Limited to one sponsor each	Quantity	Amount
Conference Pens (supplied by sponsor)	125	\$0
Conference Notepads (supplied by sponsor)	125	\$0
Conference Bags (supplied by sponsor)	125	\$0
Full-Page Conference Proceedings Ad - received by May 1		\$150
Half-Page Conference Proceedings Ad - received by May 1		\$100

### Sponsored Materials Information:

- **Conference Pens and Notepads** (8.5" x 5.5" minimum size) can be shipped to:

Holiday Inn  
c/o Cheyenne – **WVMA**  
1701 Sheridan Ave.  
Cody, Wy 82414

**Note:** Please be sure **"WVMA"** is on the label. Must arrive on or before **Friday, June 8.**

- **Conference Bags** must arrive on or before **Friday, June 8.**

- **Proceedings Ad:**

Accepted formats: PDF, JPG

Dimensions:

Full Page: 9"h X 7"w

Half Page: 4 1/2"h X 7"w

Gold and Silver sponsors have ad included in their package.

Email ad to [info@wyma.org](mailto:info@wyma.org) before **May 1.**



# 2024 WVMA Summer Meeting

## Reservation Form - 6

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### CONFERENCE COORDINATOR CONTACT INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company Website \_\_\_\_\_

Company description for the proceedings (products, services, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### COMPANY REPRESENTATIVES—Name Badges (Up to 2 names per booth included.)

Badge #1 \_\_\_\_\_ Email \_\_\_\_\_

Badge #2 \_\_\_\_\_ Email \_\_\_\_\_

*Additional charge of \$175 per person (includes name badge and all meals)*

Badge #3 \_\_\_\_\_ Email \_\_\_\_\_

Badge #4 \_\_\_\_\_ Email \_\_\_\_\_

### BOOTH RESERVATION OR SPONSORSHIP LEVEL

\_\_\_\_ Gold (\$2,000)      \_\_\_\_ Silver (\$1,000)      \_\_\_\_ Exhibitor (\$650)

\_\_\_\_ Gold with 1/2 day speaker (\$650)      \_\_\_\_ Silver with sponsored event (\$650)

# of Additional Company Representatives over 2: \_\_\_\_ x \$175 = \$ \_\_\_\_

### ADDITIONAL SPONSORSHIP OPPORTUNITIES - Limited to one item per company, excluding ads.

\_\_\_\_ Pens (125 supplied by sponsor)      \_\_\_\_ Notepads (125 supplied by sponsor)      \_\_\_\_ Conference Bags (supplied by sponsor)

\_\_\_\_ Full Page Conference Proceedings Ad (\$150)      \_\_\_\_ Half Page Ad (\$100)



## 2024 WVMA Summer Meeting

Reservation continued - 7

### PURCHASE CALCULATION

Sponsor/Exhibitor Fee \$ \_\_\_\_\_

Additional Representatives \$ \_\_\_\_\_

Other Purchases/Ads \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Payment must be received by the WVMA to hold your booth space reservation.

### PAYMENT

**Split payment** - Split the fee between two company representatives, e.g. 50/50 large/small animal representative, by listing two credit cards below or email Tenley at [info@wyvma.org](mailto:info@wyvma.org) for online invoices. Fifty percent of the full booth/sponsor fee will be charged to each credit card.

Note: By purchasing booth space you agree to the Exhibitor Policies (see page 8 - 9). Please send both pages of your completed Reservation Form to: [info@wyvma.org](mailto:info@wyvma.org) or mailing address: WVMA, PO Box 241, Timnath, CO 80547.

**Total Amount Enclosed** \$ \_\_\_\_\_

#### **Payment type**

\_\_\_\_\_ **Check** mailed on \_\_\_\_\_

\_\_\_\_\_ **Credit Card** - Circle one:    Visa        MasterCard    American Express

#### **Credit Card #1**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address/St/Zip: \_\_\_\_\_

Email receipt to: \_\_\_\_\_

#### **Credit Card #2**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address/St/Zip: \_\_\_\_\_

Email receipt to: \_\_\_\_\_





## Booth Cancellation Policy

If Vendor is unable to attend the meeting, Vendor may be entitled to a refund on the following schedule.

**Before May 1** - If written cancellation is received by May 1, 2024, Vendor is entitled to a 50% refund.

**After May 1** - If written cancellation is received after May 1, 2024, Vendor will not receive a refund.

## Booth Space

Vendor subscribes for booth space in the Conference Center at the 2024 WVMA Summer Meeting at the UW Conference Center in Laramie, WY on June 9 - 11, 2024. The WVMA reserves the right to reject any applicant or vendor and will refund the amount paid for that space. The WVMA reserves the right to assign, designate, or change your booth location.

## Hours of Operation

Vendor shall have their exhibit completely assembled by 4:30 pm MT on June 9. Vendors shall staff their booth during all hours of the conference. Vendors shall not begin disassembling their exhibit until 1:15 pm on Tuesday, June 11.

### Open hours of Exhibit Hall, listed in Mountain Time

Sunday, June 11: 5—6 pm

Monday, June 12: 7:30 am—3:30 pm

Tuesday, June 13: 7:30 am—1:10 pm

### Meal and Break schedule

#### **Sunday, June 9**

2:30 - 4:30 pm - Exhibit booth set up in Main Ballroom. Check-in at the Registration Desk and pick up your name badge and materials.

5 - 6 pm - Opening Reception with Exhibitors (attendees and exhibitors)

#### **Monday, June 10**

7 - 8 am - Breakfast buffet open (attendees and exhibitors)

10 - 10:30 am - Beverage break in Exhibit Hall

12 - 1:10 pm - Lunch

3 - 3:30 pm - Beverage break

#### **Tuesday, June 11**

7 - 8 am - Breakfast buffet open (attendees and exhibitors)

10 - 10:30 am - Beverage break in Exhibit Hall

12 - 1:10 pm - Lunch & door prize drawing

1:15 pm - Exhibit break down

## Lodging

The Holiday Inn Cody - At Buffalo Bill Village (1701 Sheridan Ave, Cody, WY 82414) is offering a reduced lodging room rate for the “**WVMA Summer Meeting**” group of \$159/night (plus tax). The group rate is available before **April 9, 2024**. Call to make your reservation at 307-587-5555.





### Ship Exhibit Materials to:

Holiday Inn  
c/o Cheyenne – WVMA  
1701 Sheridan Ave.  
Cody, Wy 82414

**Note:** Please be sure “WVMA” is on the label. Shipments will be accepted up to 5 days prior to the meeting. Please make return shipping arrangements before the conference.

### Interference Prohibited

Excessive noise, bothersome lighting or other use by vendor which interferes with the exhibition space used by other vendors is prohibited, as is the creation or maintenance by vendor of any dangerous or hazardous condition or situation. The aisles belong to the show. Neither vendor nor advertising material shall protrude into aisles. Booth shall not exceed 8 feet in height.

### Insurance Not Provided

Vendor acknowledges Wyoming Veterinary Medical Association and the WVMA Summer Meeting provide no insurance covering vendor's property. It is vendor's sole responsibility to obtain interruption, property damage, personal injury, vandalism, theft and any other insurance it may need to cover any losses it may suffer at the WVMA Summer Meeting.

### Services Not Provided

The WVMA does not provide equipment, decoration, labor, carpenters, storage for exhibit materials, special lighting, gas, water supply or other related services. All arrangements for these items must be made by the vendor, and vendor shall defend, indemnify and hold harmless the Wyoming Veterinary Medical Association and 2024 WVMA Summer Meeting for any and all claims, losses, damages, injuries or other charges which may occur from such arrangements made by vendor.

### Indemnification

Vendor shall defend, indemnify and hold harmless the Wyoming Veterinary Medical Association and the 2024 WVMA Summer Meeting and their designated agents, employees and/or contractors, from and against any and all claims, losses, damages, injuries, penalties, governmental charges or fines in any amount arising out of or caused by vendor's use of the premises, the conduct of vendor's business or from any activity or work done, permitted or suffered by vendor in or around the premises, including but not limited to, the installation, operation, maintenance or removal of exhibits.

### Contact the WVMA office

Wyoming Veterinary Medical Association  
Mailing address: PO Box 241, Timnath, CO 80547  
Phone: 307.316.0916  
Email: [info@wyvma.org](mailto:info@wyvma.org)  
Website: [www.wyvma.org](http://www.wyvma.org)