

1 Features & Rates



WVMA

An opening reception and multiple built-in breaks per day allow you to interact with the attendees. Discount on booth registration until **May 1, 2020**.

EXHIBIT SPACE

Booth - A 6' x 8' booth with a 6' table, two chairs.

Included - Complimentary registration for two representatives as well as two breakfast and lunch buffets on Monday & Tuesday, refreshment breaks in the exhibit hall, and the Sunday night Opening Reception.

Registration for any additional exhibit personnel is \$150 per person, which includes all meals listed above.

RATES (special discount for speaker sponsors pg. 2)

Sponsor

Diamond Sponsor- \$3,000

Platinum Sponsor - \$2,000

Gold Sponsor- \$1,000

Exhibitor

Silver Exhibitor Early Registration - \$600*

Silver Exhibitor- \$700

**Early Registration ends 5/01/2020.*

Hours of Operation

Hours of booth show on Sunday, June 28th from 5-6 pm; Monday, June 29 from 7:00 am to 3:30 pm and Tuesday, June 30th from 7:00 am - 1 pm. Set up of exhibits will be on Sunday, June 28, 2020 from 3:30 - 5 pm. Vendor shall have their exhibit completely assembled by 5:00 pm. Vendors shall staff their booth during all hours of the 2020 WVMA Summer Meeting. Vendors shall not begin disassembling their exhibit until 1 pm on Tuesday, June 30, 2020.

Meal and Break schedule

Sunday, June 28

3 - 5 pm - Check-in at the Registration Desk and pick up your name badge and materials & Exhibit set up in Main Ballroom

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

Monday, June 29

7 - 8 am - Breakfast (attendees and exhibitors)

10 - 10:30 am - Beverage break

12 - 1 pm - Lunch (attendees and exhibitors)

3 - 3:30 pm - Beverage break

Tuesday, June 30

7 - 8 am - Breakfast (attendees and exhibitors)

10 - 10:30 am - Beverage break

12 - 1 pm - Lunch (attendees and exhibitors)

1 pm - Exhibit break down

Ship Exhibit Materials to:

Holiday Inn

ATTN: Leisa Wilson

WVMA - "Your company name"

1701 Sheridan Ave

Cody, WY 82414

Shipped materials will be placed in the Main Ballroom prior to set up.

2 Sponsorship & Exhibitor Benefits



WVMA

Choose a sponsorship class and enjoy benefits at every level:

	<u>Diamond</u> \$3,000	<u>Platinum</u> \$2,000	<u>Gold</u> \$1,000	<u>Silver</u> \$600 - 700
Special fee for companies with speakers	\$2,500	\$1,500	\$600	N/A
Name in Proceedings	X	X	X	X
Booth in Exhibit Hall	X	X	X	X
Breakfast, Lunch, and Beverage Breaks for Two Company Representatives	X	X	X	X
Two Tickets to Opening Reception	X	X	X	X
Participants List Before & After Conference	X	X	X	X
Logo in Signage for Exhibitor Hall	X	X	X	
Logo in Brochure Mailings - Must register before March 1, 2020	X	X	X	
Logo on Conference Website	X	X	X	
25% Off Half Page Ad in Conference Proceedings			X	
50% Off Half Page Ad in Conference Proceedings		X		
Half Page Ad in Conference Proceedings	X			
Logo Included in Program & Proceedings	X	X	X	
Company thanked during introduction of sponsored speaker			X	
Recognition and 3 minute opportunity to talk about your company and services during introduction of a speaker	X	X		
Recognition and 5 minute opportunity to talk about your company and services during lunch	X			
Logo on Registration Packet	X			

3 Additional Sponsorship



WVMA

<u>Limited to one sponsor each</u>	<u>Quantity</u>	<u>Amount</u>
Conference Pens (supplied by sponsor)	125	
Conference Notepads at least 8.5" x 5.5"		\$350
Conference Bags (Printed with WVMA and Sponsors logo)		\$350
Full-Page Conference Proceedings Ad		\$100
Half-Page Conference Proceedings Ad		\$50

Conference Pens can be shipped to Holiday Inn Cody-At Buffalo Bill Village, Attn: Tenley Haack,(see shipping policies) or brought to the Registration Desk by 4:30 pm on Sunday, June 28, 2020. Attendees will pick up registration packets at 5:00 pm on Sunday.

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WVMA

CONTACT INFORMATION

Company Name: _____

Contact Name: _____ Position: _____

Contact Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Company Website _____

Send pre-convention information requests to (Email) _____

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

Name Badges (Up to 2 names per booth included. Additional charges for more representatives)

Attendee Name #1 _____ Attendee Name #2 _____

Attendee Cell _____ Attendee Cell _____

Attendee Email _____ Attendee Email _____

Attendee Name #3 _____ Attendee Name #4 _____

Attendee Cell _____ Attendee Cell _____

Attendee Email _____ Attendee Email _____

BOOTH RESERVATION

____ Diamond (\$3,000) ____ Platinum (\$2,000) ____ Gold (\$1,000) ____ Silver (\$600 before 5/1/2020)

____ Silver (\$700 after 5/1/2020)

Speaker Sponsors:

____ Diamond (\$2,500) ____ Platinum (\$1,500) ____ Gold (\$600 or \$700 after 5/1/2020)

Name of speaker _____

For maximum exposure, speaker sponsors can submit their form and funds before March 1, 2020 for their logo to be included on the meeting mailer.

____ **Additional Booth Attendees** (\$120 x ____ Additional Attendees)

5 Reservation Form pg. 2 of 2



WVMA

CHECK EACH ITEM FOR PURCHASE

Pens (Qty: 125 supplied by sponsor) Notepads (\$350)
 Full Page Conference Proceedings Ad (\$100) Half Page Ad (\$50)

PURCHASE CALCULATION

Sponsor/Exhibitor Level \$ _____
Additional Representatives \$ _____
Other Purchases/Ads \$ _____
TOTAL \$ _____

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

PAYMENT METHOD

Note: By purchasing booth space you agree to the Exhibitor Rules and Regulations (see page 6). **Please send both pages of your completed Reservation Form to: Email: info@wyvma.org or Fax: (877) 334-2565.**

Total Amount Enclosed \$ _____

Check Visa MasterCard American Express

<p>Credit Card Information</p> <p>Name on Card: _____</p> <p>Card Number: _____ Exp Date: _____ Security Code: _____</p> <p>Billing Address/St/Zip: _____</p> <p>Signature: _____</p> <p>Send receipt to this email: _____</p>

6 Rules & Regulations



WVMA

Lodging

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

Contact the Holiday Inn Cody-At Buffalo Bill Village Guest Reservation line at (307) 587-5555. Wyoming Veterinary Medical Association group block will be held until **Monday, May 27, 2020**. Check In/Check out: 3 pm/11 am. **“Wyoming Veterinary Medical Association” Group Flat Rate of \$174 + tax per room per night**

Booth Space

Vendor subscribes for booth space in the Main Ballroom at the 2020 WVMA Summer Meeting at the Holiday Inn Cody-At Buffalo Bill Village, Cody, WY on June 28-30, 2020. The 2020 WVMA Summer Meeting reserves the right to reject any applicant or vendor and will refund the amount paid for that space. The 2020 WVMA Summer Meeting reserves the right to assign, designate, or change your booth location.

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.

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 2020 WVMA Summer Meeting provides 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 2020 WVMA Summer Meeting.

Services Not Provided

The 2020 WVMA Summer Meeting 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 2020 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 WVMA and the 2020 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.

Cancellation Policy

If Vendor is not able to attend the 2020 WVMA Summer Meeting, Vendor may be entitled to a refund on the following schedule.

60 day - If written cancellation is received by April 28, 2020, and if booth space is resold, Vendor is entitled to an 80% refund.

30 day - If written cancellation is received by May 28, 2020, and if booth space is resold, Vendor is entitled to a 50% refund. **30 day** - If Vendor cancels after May 28, 2020, Vendor will not receive a refund.



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