

WACEP 2018 SPRING SYMPOSIUM

Visit www.WisconsinACEP.org to register online

Contact Information (please print):

Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

Company Information (for conference information):

Company Name: _____
Company Website: _____
Company Phone: _____
 Sponsorship (includes Exhibit Display): \$1,750
 Exhibit Display: \$1,000
 Electricity: \$30
 Additional Representatives: \$70/ea
Companies to Avoid: _____

On-Site Representatives (two included in registration):

Name: _____
Name: _____
Additional Representative (optional): _____

Dietary Restrictions or other Needs: _____

Method of Payment

Total Enclosed: \$ _____ Check # _____
 VISA MasterCard Discover AmEx
Card Number: _____
Expiration Date: _____ / _____ Security Code: _____
Name on Card: _____
Billing Address: _____

Please return registration form and payment to:
Wisconsin Chapter, American College of Emergency Physicians
563 Carter Court, Suite B; Kimberly, WI 54136
WACEP@badgerbay.co • 920-750-7725 • Fax: 920-882-3655



Wisconsin Chapter American College
of Emergency Physicians
563 Carter Court, Suite B
Kimberly, WI 54136

Building Connections:
WACEP 2018 Spring Symposium &
26th Annual Wisconsin Emergency
Medicine Research Forum
March 14-15, 2018
The Edgewater | Madison, WI

VENDOR PROSPECTUS



SPONSOR OPPORTUNITIES

Enhance your organization's visibility with attendees! Sponsorships are available first come, first served. Sponsor fee of \$1,750 provides your organization with:

- Exhibit display in the exhibit hall (see below)
- Podium recognition at the event
- Recognition in WACEP e-newsletter and on WACEP website
- Advertisement in conference materials
- On-site signage recognition

EXHIBIT OPPORTUNITIES

Exhibit display registration fee of \$1,000 provides your company with:

- 6' x 30" skirted table and two chairs
- Mention of your organization's participation in the conference materials
- Dedicated display time in exhibit hall
- Roster of attendees distributed at the time of the conference
- Complimentary continental breakfast, lunch and refreshments in the exhibit hall

DISPLAY TIMES *(times subject to change)*

Thursday, March 15, 2018

7:00 am to 4:30 pm

REGISTRATION DEADLINE

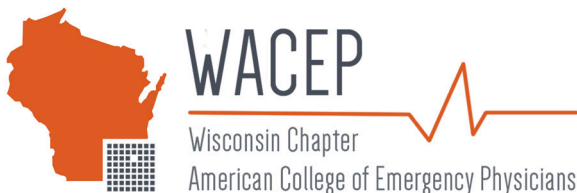
Please register by February 19, 2018 to guarantee your space and inclusion in program materials.

EXHIBIT SET UP & DISMANTLE

Exhibitors may set up on Wednesday, March 14 from 5:00-7:30 pm, and on Thursday, March 15 from 6:15-7:00 am. All exhibits must be set up by 7:00 am on Thursday. Please do not dismantle your exhibit prior to 4:30 pm on Thursday.

REQUEST LETTERS

Request letters and W9 forms are available by contacting the WACEP office by email at WACEP@badgerbay.co.



LOCATION/SHIPPING MATERIALS

Exhibit materials may be shipped to:

The Edgewater

Attn: Event Management

1001 Wisconsin Place, Madison, WI 53703

All packages must clearly marked with, "Hold for Wisconsin Chapter, ACEP/March 14, 2018." Also include your company's name and the total number of boxes in your shipment. Materials



should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

HOTEL ACCOMMODATIONS

Reserve your overnight accommodations before February 19, 2018 to receive the WACEP group rate of \$149. Call The Edgewater directly at 866-238-4218 and request the Wisconsin Chapter, American College of Emergency Physicians room block.

REGISTRATION DEADLINE / CANCELLATIONS

To ensure your company will be recognized in printed materials, please register prior to February 19, 2018. Cancellations and requests for refund must be received in writing by February 19, 2018. Refunds will be subject to a \$50 administrative fee. No refunds will be issued for no-shows.

SPECIAL SET UP

If your exhibit requires additional equipment, special set up assistance, phone lines, furniture or audio-visual equipment, please contact the WACEP office. Any special arrangements are made at the exhibitor's expense.

SPECIAL ASSISTANCE

Please include any special requests (e.g. physical, dietary) on the registration form.

QUESTIONS?

Please contact the WACEP office at 920-750-7725 or WACEP@badgerbay.co with questions.

Mail your completed registration form (see reverse side), or register online at www.WisconsinACEP.org.