



ANNUAL CONFERENCE  
**WISAM 2022**



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October 13-14, 2022 | The Pyle Center - Madison, WI

**VENDOR PROSPECTUS**

# SPONSORSHIP OPPORTUNITIES

	<b>App Sponsor</b> \$2500 (1)	<b>Breakfast Sponsor</b> \$2000 (1)	<b>Lunch Sponsor</b> \$2000 (1)	<b>Exhibitor Only</b> \$1000 (unlimited)	<b>Non-Profit Booth</b> \$250 (2)
Exclusive sponsorship of the conference app	•				
Two personalized push notifications to be sent out to attendees	•				
Exclusive sponsorship of the Thursday morning breakfast with attendees		•			
Exclusive sponsorship of the Thursday afternoon lunch with attendees			•		
Exhibitor level recognition on the website, printed materials and app				•	
This level is exclusively decided upon by WISAM leaders Please contact our office if you believe your organization would be a good fit					•
Complimentary electrical connection	•	•	•		
Signage at the event and recognition in the conference program and app	•	•	•		
6' skirted table and two chairs	•	•	•	•	•
Mention of your organization's participation in 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	•	•	•	•	•

\*\*\* Booth electricity available for \$50.00 | Additional representatives \$75.00/ each

# SPONSORSHIP INFORMATION

## SCHEDULE

### Thursday, October 13

7:30-8:30AM: Registration/ Breakfast

10:00-10:15AM: Break with Exhibitors

12:00-1:00PM: Lunch

3:15-3:30PM: Break with Exhibitors

3:30PM: Dismantle

4:45-5:30PM: Reception (Exhibitors welcome to join)

## REQUEST LETTERS

Request letters and W9 forms are available by contacting the WISAM office by email at [WISAM@badgerbay.co](mailto:WISAM@badgerbay.co).

## DISPLAY TIMES

*(times subject to change)*

### Thursday, October 13

7:30 AM to 3:30 PM

*Display times are on Thursday only*

## EXHIBIT SET UP & DISMANTLE

Exhibitors may set up on Thursday, October 13 from 6:30 - 7:30 AM. Please do not dismantle your exhibit prior to 3:30 PM.

## LOCATION/ SHIPPING

### Exhibit materials may be shipped to:

*Attn: Alexis Potter*

*UW Extension Conference Centers*

*702 Langdon St, Madison, WI 53706*

All packages must be clearly marked with, "Hold for WISAM; October 14, 2022."

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 venue, its agents, servants and employees from any and all such losses, damages and claims.

## HOTEL ACCOMMODATIONS

More information coming soon.

## REGISTRATION DEADLINE / CANCELLATIONS

To ensure your company will be recognized in printed materials, please register prior to September 16, 2022. Cancellations and requests for refund must be received in writing by September 16, 2022. 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 WISAM office. Any special arrangements are made at the vendor's expense.

## REGISTRATION & QUESTIONS?

Register Online at [www.WISAM-ASAM.com](http://www.WISAM-ASAM.com)

Please contact the WISAM office at [WISAM@badgerbay.co](mailto:WISAM@badgerbay.co) or 920-750-7727 with questions.