

# 2019 WYOMING EDUCATIONAL TRADE FAIR

## WSBA Annual Conference

November 20, 2019 ~ Ramkota Hotel & Conference Center ~ Casper, Wyoming

### ***AN INVITATION TO EXHIBIT***

**Here is an opportunity to build relationships with Wyoming education decision makers.** The Wyoming School Boards Association (WSBA), the Wyoming Association of School Business Officials (WASBO), and the Wyoming School Administrators Association (WASA), invite you to participate in the 27th annual statewide Wyoming Educational Trade Fair in conjunction with the Wyoming School Boards Association Annual Educational Conference. Nearly 300 decision-making school administrators and board members will be attending this event. Take this opportunity to display your products and services to the Wyoming educational community.

#### TRADE FAIR GOALS

The afternoon/evening is dedicated to the business of acquainting every school district in Wyoming with the products and services available to them and to allow those attending an opportunity to meet with companies wishing to do business with Wyoming schools. The Trade Fair gives companies the opportunity to demonstrate their products and services in an unhurried atmosphere to representatives from every school district in the state in one location at one time.

#### EXHIBIT HOURS

The Trade Fair will open at 4:00 p.m. on Wednesday, November 20, 2019 at the Casper Ramkota Conference Center and close at 6:30 p.m. Exhibitors can set up from 9:00 a.m. to 3:30 p.m. and **must tear down after exhibit hours on Wednesday evening.**

#### BOOTHS

Each booth is 10 feet long and 6 feet deep. The booth will come complete with an exhibit table, two chairs, pipe and drape, table cloth, table skirt and an identifying placard. Name tags will be provided, if needed.

#### SPONSORSHIPS

Conference sponsorships can be made to help with the cost of meals, breaks and conference supplies. Each Conference sponsor will be identified at the registration table, in the conference program and other prominent places during the Conference. A **WSBA Annual Conference Supporting Sponsor** will be recognized with any donation up to \$500. Donations over \$500 will be recognized as **WSBA Conference Sustaining Sponsors**. This is a great way for conference participants to see your business name!

#### PRIZE DRAWINGS

There will be drawings for door prizes towards the end of the trade fair. Exhibitors should collect tickets for door prizes they wish to award or donate a door prize to be awarded by event organizers. Donated prizes should be given to WSBA staff at the registration area at the beginning of the show. The drawings will be held between 6:15 and 6:30 p.m. and participants must be present to win!

#### REGISTRATION

Booth space will be reserved as registrations are received. Please complete the registration form on the following page and email the information to [wsba@wsba-wy.org](mailto:wsba@wsba-wy.org) as soon as possible. The registration form should be sent right away and payment can follow, as the event does fill quickly.

The cost of one booth this year will be \$370.00. For those exhibitors desiring more than one booth, the second booth is available for \$185.00 and if more than two booths are needed, each additional booth will be available for \$90.00. A no-host refreshment center will be provided for exhibitors and participants beginning at 4:00 p.m.

**The registration deadline is October 18, 2019.** Those registering by this date will be included in the Trade Fair booklet listing all exhibitors, their addresses, telephone numbers, and products or services. We cannot guarantee that exhibitors registering after this date will be included in the exhibitors' booklet. This booklet is given to all conference attendees. **Booth confirmation and additional information will be sent the end of October.**

**In the past, we have had to turn exhibitors away due to space availability. Please register as early as you can!**

**Refund Policy.** If an exhibitor has registered for booth space and is unable to attend the trade fair, one half of the booth space fee will be refunded/credited if WSBA is notified prior to the event.

#### ADDITIONAL INFORMATION

Please contact Charis Kipper at the Wyoming School Boards Association for additional information. She may be reached by phone at 307.634.1112, or email [wsba@wsba-wy.org](mailto:wsba@wsba-wy.org).

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## **EXHIBITORS REGISTRATION FORM**

(Please type or print)

Company Name

Street Address/P.O. Box

City, State, Zip

Phone (please include area code)

Email Address

(This will be used for correspondence, confirmation materials and billing)

Web Page

Product/Service to be exhibited:

Number of Booths Needed

Electricity Needed

Yes

No

Please PRINT names of exhibitors for publication and **indicate if name badges are needed:**

Please email form to Wyoming School Boards Association at [wsba@wsba-wy.org](mailto:wsba@wsba-wy.org). We look forward to your participation in the Wyoming Educational Trade Fair!

**Deadline is October 18, 2019** – Booth space will be reserved as registrations are received! Please indicate if:

**Check enclosed** \_\_\_\_\_

Sorry, we do not take credit cards.

**Please send bill** \_\_\_\_\_

**Partner** \_\_\_\_\_

WSBA Partners receive one free booth space and other benefits. Please let us know if you want further information to become a 2020 WSBA Partner.

**Thank You!!**

