

# 2022 WYOMING EDUCATIONAL TRADE FAIR

## WSBA Annual Conference

November 16, 2022 ~ Ramkota Hotel & Conference Center ~ Casper, Wyoming

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

**It is the start of a new school year and we hope you are ready for the opportunity to build relationships with Wyoming education decision makers.** The Wyoming School Boards Association (WSBA) invites you to participate in the 29th 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 16, 2022 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 approximately 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](#) as soon as possible. An invoice will be emailed for payment.

The cost of one booth will be \$380.00. For those exhibitors desiring more than one booth, the second booth is available for \$190.00 and if more than two booths are needed, each additional booth will be available for \$95.00. A no-host refreshment center will be provided for exhibitors and participants beginning at 4:00 p.m.

**The registration deadline is October 19, 2022.** 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).