



Exhibitor Registration

Why Exhibit

- Meet over 325 business and community leaders from throughout Wyoming
- Generate business opportunities and revenue for the future
- Network/build relationships
- Exposure to Summit attendees
- Inform business and community leaders about your product or service

Conference Registration

The exhibit registration fee (\$300.00) does include one Summit registration. Additional exhibitors shall pay the appropriate Summit registration fee (\$125.00).

If you require electricity you will be charged an additional \$25.00. Electrical service consists of one outlet brought into the booth area. Any additional extension cords, power strips, adapters, etc. is the exhibitor's responsibility.

If you require additional equipment, please notify UW Conferences and Institutes by calling 1-877-733-3618 ext. 1 and you will be charged accordingly.

Audio Use

Utilization of audio will be allowed if audible only within a two-foot perimeter. The units must fit on the tables provided. Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform or display any copyrighted materials including, but not limited to, music, video and software.

Giveaways

Exhibitors may provide small promotional items to distribute to anyone visiting exhibitors' booth in order to assist visitors in remembering an exhibitor or a service offered.

Care of Premises

No part of an exhibit, signs or other materials may be posted, nailed, taped or otherwise affixed to walls, doors or floor surfaces in a way that will mar or deface the premises. Exhibitors are responsible for any damage to the facility.

Exhibits

As a courtesy to attendees and fellow exhibitors, all exhibits must be open on time and remain staffed at all times during exhibit hours.

All exhibits must be displays that fit in the space provided and cannot exceed each 6' table space. Display units may not obstruct exhibit space to the right, left or back of the booth. If there are multiple parts to the display, these must not exceed the depth of the exhibit.

Mailing Exhibits

If you need to mail your exhibits please contact your respective hotel.

Installing Exhibits

Exhibitors agree to install their exhibits within the timeframe established by UW Conferences and Institutes. Please check in at the registration booth located in the hotel lobby prior to setting up your exhibit. Exhibit setup times are:

Tuesday, May 27, 2008
4:00-6:00pm

Exhibit Hours

Exhibitors shall ensure that their booth is staffed during the following times:

Wednesday, May 28, 2008

Breakfast	7:30-8:30am
Break	10:30-10:45am
Exhibitor Lunch	11:45am-1:15pm
Reception	5:45-6:30pm

Thursday, May 29, 2008

Breakfast	7:30-8:30am
Break	9:45-10:00am
Lunch	12:00-2:00pm

Dismantling Exhibits

Dismantling exhibits includes packing equipment, literature, display materials, graphics, giveaways, or in any way altering the appearance of an exhibit. Dismantling exhibits or “preparing to dismantle” before the Summit concludes is prohibited. Exhibit tear-down times are:

Thursday, May 29, 2008

2:00-4:00pm

The UW Bookstore on the first level of the Wyoming Union can assist you in shipping exhibits.

Cancellation Policy

All cancellations and/or requests must be made in writing to UW Conferences and Institutes. Should UW Conferences and Institutes receive written notice of cancellation on or before April 30, 2008, the exhibitor will receive a full refund. After April 30, 2008 and on or before May 23, 2008, the exhibitor will receive a 50% refund. After May 23, 2008 no refund will be granted.

Any exhibiting organization that fails to notify UW Conferences and Institutes, in writing, prior to the Summit of its intent to cancel is deemed a no-show. A no-show will result in no refunds being issued.

Payment Policy

Credit card, check, or cash payment should be received with contract for space. Payments can be made online at www.wyowdc.org, by calling 1-877-733-3618 ext. 1, or by submitting the appropriate registration form to:

UW/Governor’s Summit on Workforce Solutions
Department 3972, 1000 E. University Ave.
Laramie, WY 82071

An exhibitor that has an outstanding balance due to UW Conferences and Institutes will be prohibited from exhibiting until the balance has been paid.