

EXHIBIT BOOTH REQUEST & PERSONNEL REGISTRATION & HOTEL FORM

WSWA 76TH ANNUAL
CONVENTION & EXPOSITION

March 31 - April 3, 2019
Grande Lakes Orlando



This form is **INTERACTIVE**. You can type directly onto this form, **RENAME IT WITH YOUR LAST NAME**, save it and email it as an attachment to registrations@wswa.org. If returning by mail, please type, print clearly or attach a business card.

DIRECTIONS AND IMPORTANT INFORMATION

1. To request an exhibit booth, Taste of the Industry table, and register and request a hotel room, complete all appropriate portions of this form.
2. Complete this form for all personnel who will be in attendance at the Convention and/or working in the exhibit booth.
3. Payment for requested booth space must be received within 2 weeks of submission of the Exhibit Booth Request Form. An invoice will not be provided, but can be requested by contacting Kari Langerman, kari@wswa.org. WSWA may release your requested booth space if payment is not received within two weeks of receipt of your form.
4. The exhibiting company must agree to the Terms and Conditions detailed on this form by signing the bottom of page 2 where indicated.
5. The exhibiting company must also review, sign and return the Exhibitor Terms and Agreement which is posted to wswaconvention.org (exhibitor tab) and in the Shepard Exhibitor Manual. Booth assignments will not be confirmed until the signed Exhibitor Terms and Agreement has been received by WSWA.
6. Only persons registered as an exhibitor or a model may work at an exhibit booth or in the exhibit hall(s). Attendees with a spouse badge may not work at a booth or in the exhibit hall(s).

7. The "swapping out" or duplication of badges is expressly prohibited. WSWA retains the right to confiscate badges and or deny access to the exhibit hall(s) and convention events, for any length of time WSWA, in its sole discretion, deems appropriate. No refunds for registrations or exhibit booth fees will be issued under the enforcement of this policy.
8. Exhibiting companies must open their exhibit booth on time and staff the booth at all times during the exhibit hours.
9. Models are not provided by WSWA. Model badges allow access to the Exhibit Hall(s) and the Taste of the Industry **only**. Two models are allowed for each 10'x10' booth. Models must be at least 21 years of age.
10. **Incomplete registration forms cannot be processed.**

RETURN THIS COMPLETED FORM WITH PAYMENT:

By mail to:

WSWA
Meetings & Conventions Department
805 15th Street, NW, Suite 1120
Washington, DC 20005

By email to: registrations@wswa.org

STEP 1: EXHIBIT BOOTH CONTACTS & INFORMATION

Please provide a main contact, a planning contact and an on-site contact*. The name of the main contact must be a person who will be registered to attend the WSWA Convention & Exposition.

*If the contact information is the same for any of these categories, please check the box provided under each header.

COMPANY NAME _____ OFFICE TELEPHONE _____
OFFICE MAILING ADDRESS _____ CITY / STATE / ZIP / COUNTRY _____

MAIN POINT OF CONTACT

This person will be listed online and in printed materials as the main contact for the exhibit booth.

FIRST NAME _____ LAST NAME _____ JOB TITLE _____
COMPANY _____ PHONE _____ EMAIL _____

PLANNING CONTACT

Check here if this person is the same as the main contact

FIRST NAME _____ LAST NAME _____ JOB TITLE _____
COMPANY _____ PHONE _____ EMAIL _____

ON-SITE CONTACT

Please list the person we can contact, if needed, while at the Convention.

Check here if this person is the same at the Main Contact or Planning Contact

FIRST NAME _____ LAST NAME _____ JOB TITLE _____
COMPANY _____ CELLPHONE _____ EMAIL _____

Exhibiting Company Name & Booth Number (if already confirmed): _____

STEP 2: BOOTH SELECTION & FEES

Please see exhibit hall diagram for booth numbers and availability. (Current floorplan can be found at wswaconvention.org)

Booth # requested: 1st choice: _____ 2nd choice: _____ 3rd choice: _____

REQUEST EXHIBITOR / BRANDS / OR CATEGORIES TO BE NEXT TO _____

REQUEST EXHIBITORS / BRANDS / CATEGORIES **NOT** TO BE NEXT TO _____

EXHIBIT BOOTH TYPES	Early Bird Registration Rec'd by December 21	Registration Rec'd between Dec 22 - Feb 1	Registration Rec'd after February 1
10' x 10' Booth <i>Includes 2 full Convention registrations*</i>			
WSWA Associate Members	<input type="checkbox"/> \$2,800	<input type="checkbox"/> \$2,900	<input type="checkbox"/> \$3,200
Non-Member	<input type="checkbox"/> \$3,200	<input type="checkbox"/> \$3,350	<input type="checkbox"/> \$3,600
10' x 20' Booth <i>Includes 4 full Convention registrations*</i>			
WSWA Associate Members	<input type="checkbox"/> \$5,350	<input type="checkbox"/> \$5,600	<input type="checkbox"/> \$6,150
Non-Member	<input type="checkbox"/> \$6,150	<input type="checkbox"/> \$6,450	<input type="checkbox"/> \$6,950
10' x 30' Booth <i>Includes 6 full Convention registrations*</i>			
WSWA Associate Members	<input type="checkbox"/> \$8,000	<input type="checkbox"/> \$8,200	<input type="checkbox"/> \$9,150
Non-Member	<input type="checkbox"/> \$9,175	<input type="checkbox"/> \$9,450	<input type="checkbox"/> \$10,300
20' x 20' Island Booth or 10' x 40' Linear <i>Includes 8 full Convention registrations*</i>			
WSWA Associate Members	<input type="checkbox"/> \$10,650	<input type="checkbox"/> \$10,850	<input type="checkbox"/> \$11,900
Non-Member	<input type="checkbox"/> \$12,200	<input type="checkbox"/> \$12,550	<input type="checkbox"/> \$13,550
NOTE: if you require booths to be removed to create an island, the above booth rates still apply.			
Premium Booth Location**	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350

* Please complete the Exhibitor Registration & Housing sections in this form as many times as necessary to register all exhibitor personnel for your booth.

** Please see interactive exhibit hall floor plans for premium booth locations. Each premium space will be charged an additional fee.

NOTE: Additional spaces beyond a 20'x20' can be sold in 10'x10' increments. Please contact Kari Langerman, kari@wswa.org, for more information.

STEP 3: ADDITIONAL EXHIBITOR & MODEL BADGE REGISTRATION & FEES

	Early Bird Registration Rec'd by December 21	Registration Rec'd between Dec 22 - Feb 1	Registration Rec'd after February 1
Additional Exhibitor Badge			
WSWA Associate Members	<input type="checkbox"/> \$500	<input type="checkbox"/> \$525	<input type="checkbox"/> \$550
Non-Member	<input type="checkbox"/> \$575	<input type="checkbox"/> \$625	<input type="checkbox"/> \$675
Spouse	<input type="checkbox"/> \$575	<input type="checkbox"/> \$625	<input type="checkbox"/> \$675
Model <i>Limit 2 per 10' x 10' booth</i>	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275

STEP 4: TASTE OF THE INDUSTRY TABLE RESERVATION & FEES *(Fees listed are per table reserved.)*

SAVE MONEY BY RESERVING YOUR TASTE OF THE INDUSTRY TABLE AT THE SAME TIME YOU RESERVE YOUR EXHIBIT BOOTH.

	Early Bird Registration Rec'd by December 21	Registration Rec'd between Dec 22 - Feb 1	Registration Rec'd after February 1
Taste of the Industry Table Exhibitor, Suite Holder, WSWA Associate Members	<input type="checkbox"/> \$575	<input type="checkbox"/> \$675	<input type="checkbox"/> \$800
Complimentary Taste of the Industry Table with 2019 Diamond, Platinum or Gold Associate Membership	<input type="checkbox"/> Complimentary	<input type="checkbox"/> Complimentary	<input type="checkbox"/> Complimentary
Model <i>(Limit two per table)</i>	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125

STEP 5: SPONSORSHIP OPPORTUNITY

- I am interested in learning more about Sponsorship Opportunities to increase my visibility.
 I am not interested in sponsoring this year.

STEP 6: I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS SET FORTH ON THIS FORM

Signature: _____ Date: _____

Exhibiting Company Name & Booth Number (if already confirmed): _____

STEP 9: EXHIBITOR PERSONNEL REGISTRATION & HOTEL

EXHIBITOR #1

NOTE: This should be the Main Contact provided in Step 1. This person will be listed as the Exhibiting Company's main contact in digital and print materials.

FIRST NAME _____ LAST NAME _____ NICKNAME (for badge) _____
COMPANY _____ JOB TITLE _____
OFFICE MAILING ADDRESS _____ CITY _____ STATE / ZIP / COUNTRY _____
TELEPHONE _____ EMAIL ADDRESS (required to receive registration confirmation) _____
EMERGENCY CONTACT NAME _____ PHONE NUMBER _____

I DO NOT REQUIRE A HOTEL ROOM

I am local I am staying off-site

I REQUIRE A HOTEL ROOM AT GRANDE LAKES ORLANDO

HOTEL ROOM PREFERENCE:

JW Marriott: \$299 (plus 12.5% tax)
 The Ritz-Carlton: \$369 (plus 12.5% tax)

BED PREFERENCE:* King Queen/Queen

* Bedding preferences can be requested; but cannot be guaranteed.

OF PEOPLE IN ROOM _____ SHARING ROOM WITH _____

ARRIVAL DAY AND DATE _____ DEPARTURE DAY AND DATE _____

ADA SPECIAL REQUESTS: AUDIO VISUAL MOBILE

HOTEL ROOM DEPOSIT:

JW Marriott: \$336.38 (equivalent to 1st night's stay plus tax)**

The Ritz-Carlton: \$415.13 (equivalent to 1st night's stay plus tax)**

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

CREDIT CARD # _____ EXPIRATION DATE _____ CIV _____

CARDHOLDERS NAME _____ SIGNATURE _____

A CHECK IN THE AMOUNT OF \$ _____

MADE PAYABLE TO GRANDE LAKES ORLANDO IS ENCLOSED.

NOTE: The hotel deposit check MUST BE separate from the registration payment.

** Grande Lakes Orlando requires that hotel rooms be guaranteed by either credit card or check.

EXHIBITOR #2

FIRST NAME _____ LAST NAME _____ NICKNAME (for badge) _____
COMPANY _____ JOB TITLE _____
OFFICE MAILING ADDRESS _____ CITY _____ STATE / ZIP / COUNTRY _____
TELEPHONE _____ EMAIL ADDRESS (required to receive registration confirmation) _____
EMERGENCY CONTACT NAME _____ PHONE NUMBER _____

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CARDHOLDERS NAME _____ SIGNATURE _____

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Exhibiting Company Name and Booth Number (if already confirmed) _____

You may use multiple copies of this page for additional Exhibitor Registration and Hotel Reservations.

ADDITIONAL EXHIBITOR

FIRST NAME _____ LAST NAME _____ NICKNAME (for badge) _____
COMPANY _____ JOB TITLE _____
OFFICE MAILING ADDRESS _____ CITY _____ STATE / ZIP / COUNTRY _____
TELEPHONE _____ EMAIL ADDRESS (required to receive registration confirmation) _____
EMERGENCY CONTACT NAME _____ PHONE NUMBER _____

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VISA MASTERCARD AMERICAN EXPRESS DISCOVER

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CARDHOLDERS NAME _____ SIGNATURE _____

A CHECK IN THE AMOUNT OF \$ _____

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ADDITIONAL EXHIBITOR

FIRST NAME _____ LAST NAME _____ NICKNAME (for badge) _____
COMPANY _____ JOB TITLE _____
OFFICE MAILING ADDRESS _____ CITY _____ STATE / ZIP / COUNTRY _____
TELEPHONE _____ EMAIL ADDRESS (required to receive registration confirmation) _____
EMERGENCY CONTACT NAME _____ PHONE NUMBER _____

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VISA MASTERCARD AMERICAN EXPRESS DISCOVER

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CARDHOLDERS NAME _____ SIGNATURE _____

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EXHIBITOR TERMS AND CONDITIONS

EXHIBIT AND REGISTRATION

- **You Exhibit Booth/Registration Fee must either accompany this form, or if paying by check or wire transfer, be received within 2 weeks of form submission.**
- **All Registrants must be at least 21 years of age to attend.**
- Type or clearly print all information requested.
- Name and company will appear on badge as indicated on this form.
- Registration fee **does not** include hotel room charges.
- "Swapping out" of Exhibitor badges is expressly prohibited. WSWA retains the right to confiscate badges and/or deny access to the exhibit hall and convention events for any length of time WSWA, in its sole discretion, deems appropriate. No refunds for registrations or exhibit booth fees will be issued under the enforcement of this policy.
- In order for an exhibit booth to be confirmed, WSWA must receive a signed copy of the Exhibitor Terms and Agreement which can be found at wswaconvention.org. The signed copy can be sent by email, fax or mailed to the WSWA Conventions Department not later than Friday, February 1, 2019.
- Exhibitor must remain with the booth during tear-down, until the booth is packed up and contents are labeled. WSWA, Shepard, and Hotel are not responsible for lost or stolen items.

CANCELLATION AND REFUNDS

- Any requests to cancel or substitute an Exhibit Booth/Registration must be made in writing to the Meetings & Conventions Department. Requests should be sent to:

WSWA Meetings & Conventions Department
805 15th Street, NW, Suite 1120, Washington, DC 20005
OR by email to registrations@wswa.org
- Substitution of registrants will be made at **no charge**.
- A **100% refund**, less the \$50 processing fee, will be available for Exhibit Booth or Convention registration cancellations received **by December 21, 2018**.
- A **50% refund** will be available for Exhibit Booth or Convention Registration cancellations received **December 22, 2018 through February 1, 2019**.
- An Exhibit Booth/Registration(s) fees will be forfeited if a cancellation is received after **February 1, 2019**.
- Refunds will be processed in 5 business days in the original form of payment.

DEADLINES

DECEMBER 21, 2018

- Last day for receipt of Early Bird registration.
- Last day to cancel and receive a 100% refund less a \$50 processing fee.

FEBRUARY 1, 2019

- Last day for receipt of housing reservation requests. Requests received after this date will be accommodated on a space and rate available basis.
- Last day for receipt of general reservations.
- Last day for receipt of convention registration cancellations with 50% refund.
- After February 1, there will be no refunds.

MODELS

- **WSWA does not supply models for exhibitors.**
- **If you plan to use models, you must:**
 1. Arrange for the models yourself
 2. Register all models (see fees above).

- Exhibiting companies are allowed to hire a maximum of 2 models per 10' x 10' booth purchased.
- A model is defined as a person who is not an employee of the exhibitor and is hired to assist the exhibitor in promoting the company, product and/or service in the Exhibit Halls or the Taste of the Industry event.
- Model badges are for models only and cannot be swapped at any time with employees or spouses. Failure to comply with this restriction may result in the confiscation of model badges for the duration of the convention.
- Model badges allow access to the Exhibit Halls and Taste of the Industry only.
- WSWA retains the right to deny or confiscate model badges for any behavior, attire or action that WSWA, in its sole discretion, deems inappropriate. The badge fee may be refunded at WSWA's discretion.
- **All models MUST be at least 21 years of age and may be asked to provide proof of age.**

HOTEL GENERAL INFORMATION

- All sleeping room reservation requests are **subject to availability**.
- All requests for sleeping room reservations must be received at the WSWA office **by February 1, 2018**. Room requests received after that date will be honored on a space and rate available basis.
- All rates are subject to state and local taxes and hotel occupancy taxes.
- One night's room deposit must be made by credit card or check, made payable to Grande Lakes Orlando, for the first night's stay plus tax.

IMPORTANT TO NOTE:

Hotel confirmations will be sent from groupcampaigns@pkghlrss.com
We suggest you add this email address to your safe senders list to prevent your hotel confirmation from going into spam.

HOTEL RESERVATION CHANGES

- Once you have received your hotel confirmation number, Hotel **reservation changes** must be made by emailing:
Kathy Lebron-Diaz
Group Accounts Manager
Grande Lakes Orlando
The Ritz-Carlton, Orlando & JW Marriott, Orlando
Kathy.Lebron-Diaz@marriott.com
WSWA will not process hotel **reservation changes**.
Hotel reservation changes may also be made via the link provided in your Grande Lakes Orlando hotel confirmation.
- **Cancellations** must be made at least 7 days prior to arrival to receive refund of first night's room deposit.
- **Hotel cancellations must be made through WSWA** in writing to registrations@wswa.org. Grande Lakes Orlando cannot process hotel reservation cancellations.

QUESTIONS

CALL: 202-371-5682
EMAIL: registrations@wswa.org
WEBSITE: wswaconvention.org