

LOWER LEVEL SUITE REQUEST & REGISTRATION 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.

Please complete all sections of this form and return no later than February 1, 2019. Lower Level suites sell quickly, we encourage interested companies to reserve their suite early.

- Use this form to register attendees if your company is reserving a Lower Level Suite. This form may be used by Associate Members or Non-Members. **An Associate Member is defined as a supplier that has paid 2019 Associate Membership dues.**
 - The purchase of your Lower Level Suite includes 2 complimentary attendee registrations. Please fill out Step 7 for these badges.
- All company personnel working in the Lower Level suite - must be registered and have a badge.**
 - If you are sub-leasing your Lower Level Suite to brand partners or other suppliers - you must inform those suppliers of the need to be registered and to have a badge. You must also disclose that information to WSWA
- Please be certain to indicate the name of the "parent" company that has reserved the Lower Level Suite, as well as the brand (*if applicable*) to be listed.
- If you are registering at the Associate Member rate, please be sure to indicate the name of the "parent" company (*if applicable*) under which the WSWA Associate Membership is listed.
- There is a 3-Day minimum reservation for all Lower Level Suites, one of which must be Wednesday, April 3.**
 - The 3-Day minimum reservation includes **4 hours of set-up on the same day the show opens** (Monday, April 1). **Note: 4 hours of set-up is not recommended for exhibitors who have room decor, and/or more than a few cases of alcohol beverage samples.**
 - The 4-Day reservation includes **one full day of set-up the day prior to show opening** (Sunday, March 31)
 - Additional days for set-up are available upon request.
- The Terms & Conditions set forth in this form apply to all registered Lower Level Suite personnel and must be signed and dated (see STEP 6 on page 3).
- This agreement is not valid until the registering company receives a confirmation of suite assignment from WSWA, the suite fee has been paid and the, and the Suite Terms & Agreement has been signed and returned.
- Payment must be made within 2 weeks of receipt of invoice.

**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

**Online Registration
available at:**

www.wswaconvention.org

STEP 1: LOWER LEVEL SUITE CONTACTS & INFORMATION

OFFICIAL LOWER LEVEL SUITE COMPANY LISTING (*for use on signage and in the official program*)

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 Lower Level Suite.

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

Suite Holder Company Name: _____

STEP 2: SUITE SELECTION

Please enter your requested Lower Level Suite name below. Refer to the PDF or online pricing grid and floor plans for Lower Level Suite availability. Registrant(s) must also complete the registration portion of this form to register for the Convention and to reserve a sleeping room at Grande Lakes Orlando. **Lower Level Suite payments can be paid by check or credit card. If paying by credit card a credit card transaction fee will be applied.** See next page for registration instructions for company representatives.

FIRST CHOICE LOWER LEVEL SUITE

3-Day Package OR 4-Day Package

SECOND CHOICE LOWER LEVEL SUITE

3-Day Package OR 4-Day Package

THIRD CHOICE LOWER LEVEL SUITE

3-Day Package OR 4-Day Package

STEP 3: LOWER LEVEL SUITE DATES

Note: See Schedule of Events for date options.

Must open suite at 12:00 pm Monday, April 1, 2019. Suites may ONLY be broken down on Wednesday, April 3, 2019 AFTER 4:30 pm.

- MOVE IN:**
- Saturday, March 30** (early move-in; additional fees apply)
 - Sunday, March 31** (4-Day package move-in)
 - Monday, April 1** (3-Day package; limited setup time; suite must be open by 12:00 pm)

Approximate Move-in Time: _____

STEP 4: LOWER LEVEL SUITE BENEFITS

LOWER LEVEL SUITES: Expand your Exposure by Expanding your Space

CONFIRMED SPACE

Once your space has been requested, assigned, and paid for, WSWA will provide written confirmation of the room name and location so that you may promote your suite in advance of the Convention. This benefit is ONLY available with Lower Level Suites.

VISIBILITY

Lower Level Suites can be located in high or low visibility areas depending upon your preference. Suites can be "open" to all registrants or closed for "by appointment only". You create the vision and we'll work with you to execute it.

EASY MOVE-IN / MOVE-OUT

8:00 am move-in and 5:00 pm move-out (no hotel room check-in or check-out pressure). As soon as you arrive you are able to pick up your Lower Level Suite keys. Early arrival and late departure means fewer rental days than with a Traditional Suite.

NO ELEVATORS

Less Wait Time and More CONVENIENCE for your Customers! Lower Level Suites make it easier and more convenient for your customers to find you!

FULLY CUSTOMIZABLE

Lower Level Suites are fully customizable - no furniture or bed removal fees. In a Lower Level Suite you are able to design the look and feel that best suits your company's needs.

RAPID RESPONSE

Lower Level Suites means quicker delivery of your alcohol beverage product and a rapid response to last minute requests from catering for refreshes, glassware, ice, food and beverage etc.

BASIC HOTEL EQUIPMENT

A \$250 food & beverage minimum will be required for basic set ups such as tables and chairs. Should you wish to enhance your look with more upscale furnishings and/or décor, your company can work with outside vendors to create your vision. WSWA will provide a list of preferred providers for your convenience.

VARIETY

Lower Level Suites offer a variety of space options. See floor plans and capacity & dimensions charts for more details.

Suite Holder Company Name: _____

STEP 5: FEE CALCULATOR & PAYMENT METHOD *(Enclose payment with this form)*

ALL COMPANY EMPLOYEES AND/OR REPRESENTATIVES WORKING IN THE LOWER LEVEL SUITE ARE REQUIRED TO REGISTER. SEE STEPS 7-9 TO ENTER REGISTRATION INFORMATION FOR EACH PARTICIPANT.

Additional Lower Level Suite Personnel *REGISTRATION FEES ARE PER PERSON*

(Please Indicate Fee)

REGISTRANT TYPES	Early Bird Registration Rec'd by December 21	Registration Rec'd between Dec 22 - Feb 1	Registration Rec'd after February 1
WSWA Associate Member* Staying On-Site	<input type="checkbox"/> \$500	<input type="checkbox"/> \$525	<input type="checkbox"/> \$550
Non-Member Staying On-Site	<input type="checkbox"/> \$575	<input type="checkbox"/> \$625	<input type="checkbox"/> \$675
Model Pass	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275

TOTAL # OF REGISTRANTS: _____

AMOUNT ENCLOSED *(registrants only - do not include suite fee):* _____

* WSWA Associate Members must pay 2019 Associate Members dues to qualify for Associate Member pricing.

NOTE: Attendees staying at a hotel other than an official WSWA hotel will be charged a \$225 off-site registration fee.

NOTE: 2019 Associate Members are entitled to a \$200 Lower Level Package Price discount.

Attendees staying at a hotel other than an official WSWA hotel will be charged a \$225 off-site registration fee

SELECTED LOWER LEVEL SUITE

ITEM	PACKAGE/QTY	FEE <i>(per Item)</i>	TOTAL
Personnel Included w/ Suite	2	\$0	\$0
Additional Personnel	_____	_____	_____
Off-Site Registration Fee	_____	\$225	_____
Models	_____	_____	_____
TOTAL AMOUNT:			\$ _____

PLEASE INDICATE PAYMENT METHOD:

Payment must be received in full within two weeks of receipt of invoice.
Note that a 3% processing fee will be added to all credit card transactions.

- WILL PAY BY WIRE TRANSFER
- A CHECK IN THE AMOUNT OF \$ _____, MADE PAYABLE TO WSWA, IS ENCLOSED.
- WSWA IS AUTHORIZED TO CHARGE \$ _____ TO MY
- VISA MASTERCARD AMERICAN EXPRESS DISCOVER
- CHECK HERE IF CREDIT CARD BILLING ADDRESS IS SAME AS MAILING ADDRESS PROVIDED IN STEP 1.

CREDIT CARD # _____ EXPIRATION DATE _____ CIV NUMBER _____

CARDHOLDERS NAME _____ ADDRESS ASSOCIATED WITH CREDIT CARD _____

CARDHOLDERS SIGNATURE _____ CITY / STATE / ZIP _____

FOREIGN REGISTRANTS AND BANK TRANSFERS:

Send bank transfers to:

Bank of America
10440 Main Street
Fairfax, VA 22030

Routing No.: 026009593

Swift Code: BOFAUS3N (International Wires)

Attn: WSWA Account No.: 001924342720

NOTE: Initiating bank is responsible for all fees.

Send a copy of your bank transfer to WSWA along with your Convention Registration Form.

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

Signature: _____ Date: _____

FOR OFFICE USE ONLY

REG ID #: _____ DATE REC'D: _____ CHECK #: _____ **WRITTEN CANCELLATION:** DATE REC'D: _____ CHECK #: _____ AMNT RTRN'D: _____

Suite Holder Company Name: _____

STEP 7: INCLUDED LOWER LEVEL SUITE PERSONNEL #1 REGISTRATION & HOTEL

PLEASE NOTE: This contact will be listed in all printed materials referencing the Lower Level Suite.

FIRST NAME	LAST NAME	NICKNAME (for badge)
COMPANY		TITLE
OFFICE MAILING ADDRESS		CITY / STATE / ZIP
EMAIL (required to receive registration confirmation)	WORK PHONE	CELL PHONE
SPOUSE FIRST NAME (if attending)	SPOUSE LAST NAME	SPOUSE NICKNAME (for badge)
EMERGENCY CONTACT NAME		PHONE NUMBER

I DO NOT REQUIRE A HOTEL ROOM

- I am local I am staying off-site*
 I requested a personal or traditional suite

* If you are staying at a hotel other than the official WSWA hotel, you will be charged the off-site registration fee.)

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 _____

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.

INCLUDED LOWER LEVEL SUITE PERSONNEL # 2 REGISTRATION & HOTEL

FIRST NAME	LAST NAME	NICKNAME (for badge)
COMPANY		TITLE
OFFICE MAILING ADDRESS		CITY / STATE / ZIP
EMAIL (required to receive registration confirmation)	WORK PHONE	CELL PHONE
SPOUSE FIRST NAME (if attending)	SPOUSE LAST NAME	SPOUSE NICKNAME (for badge)
EMERGENCY CONTACT NAME		PHONE NUMBER

I DO NOT REQUIRE A HOTEL ROOM

- I am local I am staying off-site*
 I requested a personal or traditional suite

* If you are staying at a hotel other than the official WSWA hotel, you will be charged the off-site registration fee.)

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 _____

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.

Suite Holder Company Name: _____

You may use multiple copies of this page for additional Lower Level Suite Personnel Registration and Hotel Reservations.

STEP 8: ADDITIONAL LOWER LEVEL SUITE PERSONNEL REGISTRATION & HOTEL

_____ FIRST NAME	_____ LAST NAME	_____ NICKNAME (for badge)
_____ COMPANY	_____ TITLE	
_____ OFFICE MAILING ADDRESS		_____ CITY / STATE / ZIP
_____ EMAIL (required to receive registration confirmation)	_____ WORK PHONE	_____ CELL PHONE
_____ SPOUSE FIRST NAME (if attending)	_____ SPOUSE LAST NAME	_____ SPOUSE NICKNAME (for badge)
_____ EMERGENCY CONTACT NAME		_____ PHONE NUMBER

I DO NOT REQUIRE A HOTEL ROOM

- I am local I am staying off-site*
 I requested a personal or traditional suite

* If you are staying at a hotel other than the official WSWA hotel, you will be charged the off-site registration fee.)

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

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.

ADDITIONAL LOWER LEVEL SUITE PERSONNEL REGISTRATION & HOTEL

_____ FIRST NAME	_____ LAST NAME	_____ NICKNAME (for badge)
_____ COMPANY	_____ TITLE	
_____ OFFICE MAILING ADDRESS		_____ CITY / STATE / ZIP
_____ EMAIL (required to receive registration confirmation)	_____ WORK PHONE	_____ CELL PHONE
_____ SPOUSE FIRST NAME (if attending)	_____ SPOUSE LAST NAME	_____ SPOUSE NICKNAME (for badge)
_____ EMERGENCY CONTACT NAME		_____ PHONE NUMBER

I DO NOT REQUIRE A HOTEL ROOM

- I am local I am staying off-site*
 I requested a personal or traditional suite

* If you are staying at a hotel other than the official WSWA hotel, you will be charged the off-site registration fee.)

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

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.

Suite Holder Company Name: _____

STEP 9: EXHIBIT BOOTH INFORMATION

OFFICIAL LOWER LEVEL SUITE NAME - MAXIMUM OF 25 CHARACTERS. **NOTE:** *This is how your company will be listed online, in all materials, and in the convention app.*

Please indicate product or service provided by your company:

Wine Spirits Beer Non-Alcohol Products or Services Other: _____

Please list general company description (25-30 words) for internal purposes. This will not be used for published company description.

PUBLISHED COMPANY INFORMATION:

Once your Lower Level Suite has been assigned and payment has been received in full, you will receive an email with a link and login information to your online profile. Be sure to login and update your profile, add your full company description, and your product categories. This information will be published in our printed and digital materials.

NEW BRANDS:

CHECK HERE IF YOU ARE INTRODUCING A NEW BRAND*

Please provide below a general description (20-30 words max) of your new brand. New brands will be highlighted in the NEW BRANDS section of the WSWA Convention & Exposition Buyers Guide and in our convention mobile app. You will update your online profile with a detailed description. (This will not be used for published new brands description):

*A new brand is defined as a brand or product that is either new to the U.S. market place, or was launched after April 15, 2018.

LOWER LEVEL SUITE REGISTRANT TERMS AND CONDITIONS

REGISTRATION

- **Your Registration payment must accompany this form.**
- **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.
- Individuals registering certify that they are employees of the company indicated.
- **All employees working in the Lower Level Suite are required to register.**
- Convention registration fees **do not** include hotel room, or room deposits.

REGISTRATION CANCELLATION AND REFUNDS

- All requests to cancel or substitute Convention registrants must be in writing to the Meetings and Conventions Department. Requests should be emailed to registrations@swa.org
- Substitution of registrants will be made at **no charge**.
- A **100% refund**, less a \$50 processing fee, will be available for Convention registration cancellations received **by December 21, 2018**.

- A **50% refund** will be available for Convention registration cancellations received **December 22, 2018 through February 1, 2019**.
- Convention registration fee will be **forfeited** for cancellations if received **after February 1, 2019**.
- Refunds will be processed within 14 business days of receipt of cancellation to the original form of payment.

LOWER LEVEL SUITE CANCELLATION AND REFUNDS

- Full payment for the assigned suite must be received within 2 weeks of receiving the suite invoice. Failure to pay for the suite within this time period may result in space being released.
- All requests to cancel Suites must be in writing to the Meetings and Conventions Department. Requests should be emailed to registrations@swa.org
- Lower Level Suites can be swapped for an alternative available Lower Level Suites up to 20 days prior to the first date of arrival. Requests should be emailed to registrations@swa.org. Company is responsible for paying any difference in price.
- Cancellations made within **2 weeks** of receiving the WSWA invoice will receive a **100% refund, less a \$50 processing fee**, if made **before January 3, 2019**.

Continued on next page

LOWER LEVEL SUITE REGISTRANT TERMS AND CONDITIONS *Continued*

- Cancellations made after the **2 week** period of receiving the WSWA invoice will receive a **50% refund**, if made **before January 3, 2019**.
- Lower Level suite payments will be **forfeited** if cancellation is received **after January 3, 2019**, unless your suite is resold.
- If your cancelled Lower Level Suite is resold, a **50% refund** will be processed. All refunds will be processed following the convention and to the original form of payment.

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, 2019**. 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**.
- **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.
 - WSWA's Federal Employer I.D. # is 43-0590389.

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 this date, all payments for cancelled registrations will be forfeited.

QUESTIONS

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