

58th Annual Technical Exhibition & Open House

(to be held in conjunction with the WHEA Annual Conference)

Wednesday, October 2, 2024 • 9:30 am - 1:30 pm
(Open House • Tuesday, October 1, 2024 • 5:00 - 7:00 pm)

Location: KI Convention Center, 333 Main Street, Green Bay, Wisconsin, USA, 54301

Registration, Set Up Schedule and Requirements: Tuesday, October 1st from 12:00 pm to 4:30 pm
Wednesday, October 2nd from 7:30 am to 9:00 am
(All booths must be set up by 9:00 am on Wednesday to avoid interruption of conference)

Note: Exhibitors may not plan any events to take place during the scheduled conference activities. THIS INCLUDES scheduling outings with attendees during Thursday evening's banquet.

Open House: Tuesday, October 1st from 5:00 pm to 7:00 pm (KI Convention Center, (Grand EFGH/Riverview))

Technical Exhibit: Wednesday, October 2nd from 9:30 am to 1:30 pm (KI Convention Center, Exhibit Hall)

Lunch: Will be served in the exhibit hall during the Technical Exhibition.

What Is Included: **3 Exhibitor Passes*** (allows 3 people into your booth, into Tuesday evening's open house and lunch at the show).
If you need anything not included here, you will need to order from the Green Bay Expo Services. Order form and instructions available at www.whea.com/ Conference.
10' wide x 8' deep carpeted booth
8' skirted table with 2 side chairs
110 v outlet
2024 WHEA Directory
Exhibitor and Attendee Listings (these cannot be given out before Tuesday's registration)
*Additional exhibitor passes may be purchased for \$50 per person.

Not Included: Additional services such as extra tables, additional power, phone line, etc. are not included but are available from Green Bay Expo Services for an additional cost. Links to the form can be found at www.whea.com under the Annual Conference tab / *Technical Exhibition Itinerary and Info Sheets*. These services need to be ordered from the contact listed on the form. There is a shipping service available if you wish to ship your booth to the show ahead of time.

Door Prizes: Individual company door prizes are not mandatory; however feel free to bring them if you wish. NO ALCOHOL may be given away as a prize. We will provide door prize slips for each exhibitor; please use them if you will be giving away prizes during the technical exhibit. Please note the winners first and last name on the slip and bring to the WHEA booth #308 by 12:30pm. We will display the winner's name and will have them come to your booth to pick up their prize. If a winner hasn't picked up their prize, please complete another slip and bring to the WHEA booth.

On-Site Registration: Check in at the WHEA Technical Exhibition registration area (KI Convention Center Exhibit Hall Registration Booth).

Accommodations: Lodging is not included in your registration fee. You are responsible for reserving your own hotel room(s). All hotel information can be found at www.whea.com under the Annual Conference tab / *Travel and Hotel Information*.

Parking: Information will be available at www.whea.com under the Annual Conference tab.

Cancellation Policy: CANCELLATION POLICY: Cancellation notice must be emailed to WHEA's Administrative Assistant at info@whea.com and a cancellation affirmation email reply must be obtained. A \$100 cancellation fee will be retained for cancellations received between August 19 and September 2. If you cancel between September 3 and September 16, you will forfeit 1/2 your booth fee. All registration fees are non-refundable after September 17. No shows are non-refundable. Fees are non-transferable.