



Exhibitor Expo Schedule

Setup:

Monday, October 2
7:15AM to 11:00AM

Exhibitor Hours:

Monday, October 2
12:45PM to 5:00PM

Tuesday, October 3
9:00AM – 4:00PM

Breakdown:

Tuesday, October 3
4:00PM

Contact Information

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WVHETC 2017 Exhibitor FAQs

Below are some of the most common questions we receive from exhibitors. If you can't find the information you need below, please contact Karen Saffron at ksaffron@mail.wvnet.edu or 304-293-5192 x249.

REGISTRATION

Q: What are the **Rules and Regulations for exhibiting?**

A: The Rules and Regulations for exhibiting at WVHETC 2017 are listed in the Exhibitor/Sponsor Information Packet. *wvhetc.com* under "Vendors"

Q: What is included in a standard **booth package?**

A: The standard booth package includes

- A 8' x 10' carpeted booth area
- One (1) 8' x 3' skirted table with two chairs, standard electrical service with one outlet
- TWO (2) complimentary exhibitor registration badges, including any conference provided meals and breaks
- One (1) company listing in the Conference Program including company name, address, phone number, contact name with email address and company web address
- Shared wireless Internet communications
- Company logo displays with other exhibitors throughout the conference venue

Q. How much is the registration fee?

A. The fee depends on the type of company and date of registration:

Publicly or Privately Held Company:
\$750 – On or before July 31st
\$850 – month of August
\$950 – month of September

Non-profit Company, Governmental Agency OR Non-exhibiting Company:
\$375 – On or before July 31st
\$425 – month of August
\$475 – month of September

Q: What methods of payment do you accept?

A: We accept either **credit card** or **check payable to WVNET**. Select your preferred method in the registration process. If paying by check, please mail to:

WVNET
ATTN: W VHETC 2017
837 Chestnut Ridge Road
Morgantown WV 26505

Q: What meals are provided for the Vendor Reps?

A. Monday, October 2nd begins with coffee/juice and pastries during Exhibitor move-in. Lunch will be provided on Monday and Tuesday, during the Vendor Expo. Breakfast will be provided on Tuesday. We encourage Vendors to attend the Keynote Luncheons. They provide you an additional opportunity to talk with the attendees.

Q: What if I need to cancel my exhibit?

A: We hope you will reconsider because we really want you to be part of the 2017 WV Higher Education Technology Conference.

If there is really no other option, please let us know as soon as possible so we may reassign your space to an organization on the waitlist. Requests to cancel space will be not honored unless the W VHETC 2017 conference is able to resell the space. If the space cannot be resold the fee is forfeited.

Q: When can I expect to receive my badge in the mail?

A: Badges will not be mailed in advance. Badges will be available for pickup at the Vendor Registration Desk located outside of the Expo Hall. All exhibitors are required to register and pay the appropriate registration fees. On-site check-in will open Monday, October 2nd from 7:15-11:00AM.

Q: I already submitted my company Reps names at registration but need to **add/remove/change someone. How do I do that?**

A: Please contact Karen Saffron at ksaffron@mail.wvnet.edu or 304-293-5192 x249 to edit an existing company registration. All Reps need to be registered under your company registration. Two (2) Reps are included with the registration. Each additional Rep will be assessed a \$75 registration fee.

GENERAL

Q. Where and when may I **ship my booth materials to WVHETC 2017?**

A: To ensure timely arrival of your booth materials at the WVHETC 2017 conference site, shipments must arrive after Sept 27, 2017 to the following address and include your company name, on-site representative contact name and WVHETC 2017:

Your On-Site WVSTC Conference Rep Contact Name
YOUR COMPANY NAME – WVHETC 2017
October 2-3, 2017
c/o Morgantown Marriott at Waterfront Place
2 Waterfront Place
Morgantown, WV 26501

Q: Is there a **theme to WVHETC 2017?**

A: This year's theme is:

'Building a Brighter Future with Old Economy Relationships and New Economy Efficiencies'

Q: Can I use my own **Wi-Fi?**

A: We ask that you turn your Wi-Fi off to reduce interference with our Wi-Fi service.

Q: How can I increase my **attendee exposure at the conference?**

A: There are many ways to increase your imprint at the Conference!

Advertising in the conference program book allows attendees to see your support for WVHETC 2017. The conference program book includes detailed course descriptions, a daily schedule and exhibit hall and consultant center descriptions. For ad rates and sizes, please see the Exhibitor Packet's Advertising Sponsorships section.

Consider adding a sponsorship to supplement your exhibit participation!

Adding a tote bag stuffer, room drop or other sponsorship will get your name in front of attendees and is sure to result in more booth traffic! Email ksaffron@mail.wvnet.edu for more information!

Q: Can I sell product at the conference?

A: WVHETC 2017 is an educational event, and the Vendor Expo staged in conjunction with the professional conference is a vital element of this educational process. Selling, price posting and order taking will be permitted on the floor during posted exhibited hours.

Q: Can I organize a door prize giveaway raffle at my booth?

A. Yes. Door prize giveaways are welcomed and encouraged. You can provide a place for attendees to drop business cards/name or allow the conference committee to pull from a random collection of attendee's names scanned at each break. Door prize names are selected at each break.

Here are a few rules of thumb:

- 1) If giveaway exceeds \$25, it must be able to be used by, and ownership transferred to, the winner's agency.
- 2) The giveaway for individual use must be <=\$25.

Q: Can I attend educational (concurrent) sessions?

A: Yes. Please note the following:

- We ask that you give our conference attendees priority in seating. Many of them register for conference based on the content of these sessions.
- Please turn off (or set to vibrate) all cellphones and other noise-making devices during all sessions.

Q: Can I be a presenter?

A: Yes. If you submit a proposal and the conference committee selects your submission. All company Reps MUST be registered with their company.

Q: When can I begin to dismantle my booth?

A: Early dismantling is disruptive to WVHETC 2017's Exhibitor Expo and is strictly prohibited. As a matter of policy, exhibitors may not pack, tear down or dismantle any portion of their exhibit/booth prior to the official closing of the vendor area at 4:00PM, on Tuesday, October 3, 2017. Please keep this in mind when making staffing decisions and travel arrangements for the final day of the show.

Q: How do I ship packages out at the end of the conference?

A: Any packages that need to be mailed out, are to be boxed up with shipping information attached. You will need to make all the arrangements to have them shipped out. Please leave all out-going packages on your vendor table. Try to have all shipments picked up by the end of the day, Wednesday, October 4, 2017. Here is the address you will need to supply to the shipping company:

Q: What is the **schedule for exhibitors?**

A: Monday, October 2, 2017 at 7:15AM begins Exhibitor move-in. All booths must be ready by 11:30AM, so the Vendor Reps can enjoy the Opening Keynote Luncheon at 11:30AM. The grand opening of the Vendor Hall follows immediately at 12:45PM – 5:00PM. Tuesday Vendor Hall hours are 9:00AM – 4:00PM. You may dismantle your booth following the Vendor Reception at 4:00PM.

MISCELLANEOUS

Q: How do I make a **hotel reservation?**

A: Hotel information can be found on the WVHETC 2017's website; look for the **Hotel Section under Info**. You are responsible for securing and/or cancelling your hotel reservations. Hotel expense is not included in the registration fee.

Q: Is there a **fee to park at Morgantown Marriott for WVHETC 2017?**

A: Yes. The cost will be \$10.00 per day for anyone not staying at the Morgantown Marriott at Waterfront Place. This can be paid with cash or credit card. If staying at the Morgantown Marriott at Waterfront Place, the parking fee will be an added charge to your room.