

Information for Sponsors/Exhibitors
Summer Leadership Conference (SLC) 2016
Omni Grove Park Inn – Asheville, NC – June 19 - 22, 2016

Exhibit Set-Up: Sunday, June 19, 2016, 2:00 pm-6:00 pm, Vanderbilt Wing, 8th Floor, Omni Grove Park Inn

Exhibit Space Pre-Function/Atrium/Hallway Areas:

Gold and Silver Level exhibit spaces will be located in the Pre-function Area of the Grand Ballroom (\$2,000/\$1,250 fee). *Please Note: Grand Ballroom is the location of all general sessions.*

Exhibitor Level 1 spaces will be located in the Atrium Area (\$1,000 fee).

Please note: This is the area located outside of the Pre-function Area.

Exhibitor Level 2 spaces will be located in the Hallway Area near the SLC Registration Desk (\$750 fee).

Exhibitors will be provided a 6' skirted table. Except for Gold Sponsors, please bring your own signage.

Rental Fee: Exhibit spaces will be considered rented only upon receipt of the Sponsor/Exhibit Space Agreement, and online payment or check covering the proper amount, both due ASAP. If payment is not made by PayPal, a check made payable to WRESA 2016 NC Summer Leadership Conference should be mailed to the following:

WRESA 2016 NC Summer Leadership Conference
ATTN: Kathy Carver
10C Yorkshire Street Lower Level
Asheville, NC 28803

A representative listed on the agreement form will be contacted by email to confirm that payment has been received, if submitted by check. Please remember that space will be allotted on a first-come, first-serve basis. *The conference exhibit management reserves the right to make final assignment with due consideration for type of exhibit and otherwise in the best interest of the conference.*

Website Active Link from Online Program: An opportunity for Gold Level Sponsors. Please submit a high resolution image of logo to Charles George at cgeorge@wresa.org. He will take care of any resizing needed.

Electrical: Electrical current is available to most exhibit spaces. One 120 volt/20 amp outlet will be furnished, if requested on the Exhibit Space Agreement.

Meals: Three buffet meals and one plated lunch provided. Additional representatives who choose to eat meals provided will be charged \$200 each. Conference name tags will be required for all meal functions.

Internet Access: Internet access will be available for all exhibit spaces.

Door Prize Drawing: Each exhibitor participating will be provided tickets for door prize drawings, if needed. The exhibitor will draw from his/her tickets for their door prize, then each exhibitor will announce their winner from the podium during lunch on Tuesday, 6/21/16. *Please select several names for your drawing, as the person must be in the room to receive your door prize.* Tables will be reserved near the stage for the exhibitors announcing their door prize winners.

Unloading Materials: Exhibitors will be able to unload their materials at the loading dock on the Vanderbilt Wing. **Do not bring set-up materials through the hotel lobby.**

Advance Shipment of Merchandise: Advance shipment of merchandise will be handled on an individual basis at the exhibitor's own expense. Please contact John Curtis, Convention Makers, Inc., 828-215-2254. Please see files for Freight Service Form and Shipping Labels.

Liability: The exhibitor agrees to comply with the fire, safety, and health regulations of the Omni Grove Park Inn. Exhibit materials and equipment must be duly protected by safety guards and devices, where necessary, to prevent accidents. The exhibitor further agrees to make no claims against the Omni Grove Park Inn, North Carolina Association of School Administrators, Western Region Education Service Alliance, or any other conference sponsor for loss, theft, damage or destruction of goods, or for injury to exhibitors themselves or their employees. All exhibit materials should be insured by the exhibitor from the time it leaves their firm until it is returned to them from the show.

Character of Exhibits: Products and/or services related to the education and professional development of conference participants are suitable for exhibition. The conference exhibit management reserves the right to decline or prohibit any exhibit which, in their judgment, is not suitable to or in keeping with the character of the conference. **Due to the location of exhibits, the operation of loud and noisy equipment is prohibited.**

Restrictions on Selling: The sale of beverages or food products is prohibited. The sale of other items at the exhibit is discouraged. Giveaways are at the discretion of each vendor.

Access to the Exhibits: Access to the exhibits will be restricted to persons properly registered for the conference and who display appropriate badges indicating their status as a conference participant. The exhibit management reserves full control over such admission.

Hotel Accommodations: Exhibitors are responsible for their own hotel accommodations. Please see the Hotels listing on the Summer Leadership Conference announcement found on our website at www.wresa.org.

Exhibit Security: Due to the location of these exhibit areas, Security will not be available.

Tentative Schedule

Sunday, June 19, 2016

2:00 - 6:00 pm – Set Up Exhibits

(FYI)

2:00 pm – 5:30 pm – *NCSSA Superintendents' Retreat – Grand Ballroom C*

3:00 pm - 6:30 pm – *Conference Registration*

Monday, June 20, 2016

8:00 am – Buffet Breakfast for Exhibitors, Superintendents and WRESA Staff Only – Grand Ballroom AB

10:00 am – 5:00 pm – Exhibits Open – Exhibitors' Fair

12:00 Noon – Buffet Lunch for Exhibitors & WRESA Staff – Room Hoover HJ

Tuesday, June 21, 2016

7:00 am – Buffet Breakfast – Grand Ballroom AB

7:30 am – 2:00 pm – Exhibits Open – Exhibitors' Fair

12:00 Noon – Lunch – Grand Ballroom ABC

Exhibitors will announce door prizes from podium. Please sit at reserved tables near stage.)

2:00 pm – Breakdown of Exhibit Space

(Participating