

EXHIBITOR REGISTRATION FORM

Contact Information *(to receive confirmation):*

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email: _____

Company Information *(as you would like it printed in the conference materials):*

Company Name: _____
 Contact Name: _____
 Company Web Address: _____
 Company Phone: _____

Vendor Booth Information

Companies to Avoid: _____

On-Site Representatives *(list name(s) as you would like them to appear on name badges):*

1 _____
 2 _____

Will you be attending the reception at the end of the conference?

Yes No

Requests for special dietary or other accommodations:

Exhibit Level

\$3,000 – Gold Sponsor \$1,500 – Silver Sponsor

Additional Items for Purchase

\$50 – Electricity \$50 – Additional Badges

Method of Payment *WSPS's Tax ID number is 20-4470800. Payments must accompany registration form in order to be processed.*

Total Enclosed \$ _____

Check (payable to WSPS). Check #: _____

Visa MasterCard Discover AMEX

Card Number _____

Expiration Date ____/____ Security Code _____

Name on Card _____

Address _____

City: _____ State: _____ Zip: _____

The Wisconsin Society of Plastic Surgeons
 563 Carter Court, Suite B
 Kimberly, WI 54136



Wisconsin Society of Plastic Surgeons

2020 Annual Conference

Friday, March 13, 2020
 The Saint Kate the Arts Hotel
 Milwaukee, WI

Exhibitor Prospectus



WSPS 2020 Annual Conference Friday, March 13, 2020

EXHIBITOR OPPORTUNITIES

\$3,000 – Gold Sponsor

(limited availability) includes:

- One display table with high visibility in vendor hall
- Recognition as a Gold Sponsor in the conference program and on the WSPS Website
- Complimentary advertising on the WSPS website and newsletters for one quarter
- Complimentary electrical connection
- Up to four representatives allowed

\$1,500 – Silver Sponsor

includes:

- One display table in the vendor hall
- Recognition as a Silver Sponsor in the conference program and on the WSPS Website

All levels include:

- Non-competitive exhibitor viewing times
- Meals and refreshments included during exhibit hours
- Inclusion on exhibitor bingo card for attendees
- Invitation to the Friday night reception with attendees
- List of registered attendees
- Two representatives allowed per space
- Additional badges may be purchased

SCHEDULE *(subject to change)*

Thursday, March 12

4:30 – 6:00 pm Vendor set up

Friday, March 13

6:30 – 7:30 am Vendor set up

7:30 am – 6:00 pm Vendor hall open

5:00 – 6:00 pm Networking reception

REQUEST LETTERS

WSPS's Tax ID number is 20-4470800. Request letters and W9 forms are available by contacting the WSPS office by email at WSPS@badgerbay.co.

LOCATION / SHIPPING INFORMATION

Exhibit materials may be shipped to:

St. Kate the Arts Hotel
Attn: Meetings/Events
139 E. Kilbourn Ave
Milwaukee, WI 53202

All packages must clearly marked with, "Hold for WSPS, March 12-13, 2020." Also include your company's name and the total number of boxes in your shipment.

Materials should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

HOTEL ACCOMMODATIONS

We are now accepting hotel reservations for our upcoming event. A sleeping room block has been set within the Saint Kate the Arts Hotel at a rate of \$179 per standard room for the night of March 12, 2020. Please call 414-935-5943 and mention the Wisconsin Society of Plastic Surgeons room block.

Deadline for reservations: February 17, 2020

REGISTRATION DEADLINE / CANCELLATIONS

To ensure your company will be recognized in printed materials, please register prior to February 17, 2020. Cancellations and requests for refund must be received in writing by February 17, 2020. Refunds will be subject to a \$50 administrative fee. No refunds will be issued for no-shows.

SPECIAL SET UP

If your exhibit requires additional equipment, special set up assistance, phone lines, furniture or audio-visual equipment, please contact the WSPS office. Any special arrangements are made at the vendor's expense.

SPECIAL ASSISTANCE

Please include any special requests (e.g. physical, dietary) on the registration form.

QUESTIONS?

Please contact the WSPS office at 920-750-7721 or WSPS@badgerbay.co with questions.

Mail your completed registration form, or register online at www.WISocietyPlasticSurgery.com

Wisconsin Society of Plastic Surgeons
563 Carter Court, Suite B, Kimberly, WI 54136
Fax 920-882-3655 | Email WSPS@badgerbay.co

