

April 4, 2020 Wausau - Central Wisconsin

# BOOMER

EXPO

at the Central Wisconsin Convention & Expo Center - Rothschild

50+

## Exhibitor Rules & Regulations

- Location:** Central Wisconsin Convention & Expo Center, 10101 Market Street, Rothschild WI 54474
- Date & Hours:** Saturday, April 4, 2020, 9:00 AM to 3:00 PM
- Exhibit Details:** Exhibit spaces are 10 feet wide by 8 feet deep. Eight foot back curtains, 3 foot side curtains, and 1 skirted 8 foot table with 2 chairs will be provided for each space.
- Exhibit Rates:** Corner Exhibit Space Only - \$299.00 per space  
In Line Exhibit Space Only - \$269.00 per space  
In Line Exhibit Space (Non-Profit) - \$169.00 per space  
Extras – Radio ad package (35 radio ads) - \$100.00  
(Reserve exhibit space before November 30, 2019 to receive \$50 discount)
- Accessories:** Wireless Internet – FREE  
Electrical - \$15.00 per outlet
- Reserving Space:** The investment to participate in this event is based on the number and type of exhibit spaces requested. To reserve exhibit space, a deposit of ½ of the total exhibit space cost must be returned with a completed contract. Any reservations made after March 13, 2020 will require the total exhibit space cost to be returned with contract.
- Payments:** Final payment is payable by Friday, March 13, 2020. Business, Certified, Personal, Credit Card Convenience Checks, Money Orders and Master Card /Visa are accepted as forms of payments.
- Move In/Out:** Move in will begin Friday, April 3, 2020 from 3:00 PM to 8:00 PM and continue on Saturday, April 4, 2020 from 7:30 AM to 8:30 AM. All exhibits must be assembled by 8:30 AM on Saturday, April 4, 2020. Move out will begin on expo close at 3:00 PM and continue until 5:00 pm on Saturday, April 4, 2020
- Security:** Your Company's personnel will be responsible for the security of your exhibit and personal items.
- Food:** The distribution of food or non-alcohol samples and "wrapped candy" is encouraged. No food or beverage may be sold for consumption at the event.
- Signage:** All exhibits must have a least 1 sign identifying the exhibit. No hand lettered or stencil lettered signs will be permitted as exhibit identification.
- Table Skirting:** Tables must be skirted and covered. Skirting must be clean, of a solid color, and reach from table top to just at the floor. Use of your own skirting is permissible.
- Line of Sight:** Exhibitors may not install any exhibit materials higher than eight (8) feet at the back wall of the display and eight (8) feet on the side walls projecting further than four (4) feet from the rear of the exhibit space. Display tents are not allowed as In Line display materials.
- Drawings & Raffles:** Drawings or registration by the public for door prizes is permissible. Paid drawings or raffles conducted by exhibitors must meet all State and Federal Guidelines.
- Restricted Materials:** The distributions of helium balloons or stickers are forbidden.
- Final Exhibit Packet:** The Final Exhibit Packet will include detailed information on the following: signage, utilities, draping, shipping, lodging, food samples, S-240 Form, and other information related to participating in this event.