



## What to Expect at our Vendor Exhibits

**EXHIBITS ARE TWO HALF DAYS – TIMES ARE SUBJECT TO CHANGE**

**COST: \$300**

**FREE WI-FI, 10X10 SPACE, 6X6 DRAPED TABLE, TWO CHAIRS, AND NAME BADGES**

**ELECTRICITY AVAILABLE FOR AN ADDITIONAL CHARGE**

### **FIRST DAY**

Check in/Set up

- Anytime between 9:00 am and 1:00 pm
- Check in at registration table for vendor packet and space assignment

Exhibit

1:30 pm – 3:00 pm

- During administrator registration
- Snacks and beverages included

### **SECOND DAY**

Exhibit

Morning

7:15 am – 8:00 am

- During breakfast
- Continental breakfast included

Morning Break

9:45 am – 10:30 am

- Snacks and beverages included
- Exhibit ends after morning break

Exhibit Breakdown

- 10:30 am – 12:00 pm

### **ADDITIONAL INFO – PLEASE READ**

- Merchandising, games, and signage are welcome to promote your business as long as it fits in your space and doesn't encroach on another vendor's space.
- A spreadsheet with attendees' names and schools will be emailed the Friday before the vendor exhibit.

- No emails are provided.
- Approximately 300 administrators will attend the conference.
  - The administrators meet in a separate area during the conference and only attend the exhibit at scheduled times.
  - Not all administrators will choose to attend. Plan for about 200
- During the exhibition times, there will be members of the UASSP team to help promote vendor products and services.
- Refreshments and beverages for both vendors and administrators are set up in the vendor exhibit area.
- UASSP provides administrators a stamp card with each exhibitor's logo to encourage them to visit vendor booths.
  - An ink stamp will be provided for vendors to stamp the individual cards.
- Prizes donated by vendors who want UASSP to give to administrators will be distributed at the end of the conference.
  - Please attach your business name and contact information to the prize.
  - Vendor donations can be given to a UASSP team member at check in **OR** you can have your own prize give away at your booth.

### **FURTHER QUESTIONS OR NEED A HOTEL?**

Email Geri McCauley at [geri.mccauley@uassp.org](mailto:geri.mccauley@uassp.org)

### **WANT TO GOLF WITH ADMINISTRATORS?**

[Register](#) for winter golf – 4-man scramble

[Register](#) for summer golf – 4-man scramble

1. Register as a nonmember
2. For school and district use your company name
3. We will add you to a team of administrators