



2018 WPLF SUMMER TRAINING CONFERENCE EXHIBITOR RESOURCE GUIDE

CONFERENCE LOCATION & EXHIBITOR COORDINATOR POINT OF CONTACT:

Hyatt Regency (KI Convention Center)

333 Main St.

Green Bay, WI 54301

Phone: 920-432-1234

Web: <https://greenbay.regency.hyatt.com/en/hotel/home.html>

Please address all WPLF Training Conference exhibition related questions to:

Pete Peters (WPLF Conference Coordinator)

Office Phone: 715-364-2367

Cell Phone: 218-348-5911

Email: peters3006@gmail.com

EXHIBITION BOOTH PRICING & ASSIGNMENT DETAILS:

Exhibition Booth Type/Size: Basic (Non-Vehicular)/8.0 X 10.0'

Exhibition Booth Price: \$475.00*

**NOTE: A Basic (Non-Vehicular) Exhibition Booth features an 8.0' Back Drape and a 3.0' Side Drape. The booth price includes an 8.0' Skirted Table, (2) Chairs and a Company Identification Sign (7.0 X 44.0") as well as Conference Lunch and Break Refreshments for (2) Exhibitor representatives/booth personnel. Conference Lunch and Break Refreshments for additional Exhibitor representatives/booth personnel may be purchased separately for price of \$50.00/person. If your company is interested in multiple booths or a vehicle booth, please contact Pete Peters (Conference Exhibitor Coordinator) directly.*

Exhibitor booth assignments are determined on a "first come/first served" basis so specific booth placement within the Exhibition Hall can *NOT* be guaranteed. Exhibitor booth assignments and availability may be viewed online in real-time by selecting the "**Exhibition Hall Floor Plan**" option from the "**2018 WPLF Summer Training Conference Resources**" side navigation menu option located at www.wichiefs.org.

EXHIBITOR MATERIALS/SERVICE PROVIDER DETAILS:

Valley Expo & Displays (www.valleyexpodisplays.com) is the official exhibitor materials/service provider for the 2018 WPLF Summer Training Conference. Valley Expo & Displays will send all registered Exhibitors a "**Exhibitor Service Kit**" which will contain information about ordering any additional exhibitor booth services or such as electricity, carpeting, furniture, etc...



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HYATT REGENCY GREEN BAY SPECIAL ROOM RATES & RESERVATIONS:

Hyatt Regency (KI Convention Center)
333 Main St.
Green Bay, WI 54301

Single Occupancy Room Rate: \$83.00/night*

Double Occupancy Room Rate: \$93.00/night*

Triple Occupancy Room Rate: \$113.00/night*

Quadruple Occupancy Room Rate: \$133.00/night*

Reservation/Booking Phone: 920-432-1234

Online Special Room Rate Reservation Link: <https://book.passkey.com/go/gcp18>

** **NOTE:** Occupancy rates apply for individuals above the age of 18 and include complimentary breakfast in the hotel's main lobby. Rooms offered as a standard suite with a single king bed or two queens with free Wi-Fi and hotel surface lot parking. To receive special room rates, please reference the "2018 WPLF Summer Conference" when making your reservation. The reservation deadline date to receive special room rates is Monday, July 9th. Room reservation requests at the special room rate made after deadline date are subject to availability.*

HAMPTON INN GREEN BAY SPECIAL ROOM RATES & RESERVATIONS:

Hampton Inn Green Bay Downtown
201 Main St.
Green Bay, WI 54301

King & Queen Room Rate: \$109.00/night*

Reservation/Booking Phone: 920-437-5900

** **NOTE:** Rooms offered as a standard suite with a single king bed or two queens with free breakfast and wi-fi. To receive special room rates, please reference the "2018 Wisconsin Police Leadership Foundation Conference Room Block" when making your reservation. The reservation deadline date to receive special room rates is Sunday, July 15th. Guest may cancel reservation up to 48 hours in advance. Room reservation requests at the special room rate made after deadline date are subject to availability.*



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EXHIBITOR CHECK-IN/BOOTH SET-UP DATES & TIMES:

Early Exhibitor Check-In/Booth Set-Up: Sunday, August 5th from 12:00pm until 6:00pm*

***NOTE:** Exhibitors with Vehicle Booth Displays are requested to have vehicles delivered on 08/05/18 by 10:00am.

Regular Exhibitor Check-In/Booth Set-Up: Monday, August 6th from 7:00am until 9:00am

EXHIBITION HALL DATES & HOURS:

Monday, August 6th from 9:00am until 4:30pm

Tuesday, August 7th from 9:00am until 3:30pm*

***NOTE:** Exhibition Booth break-down starts on 08/07/18 at 3:30pm. All Exhibition Booths MUST remain set-up until this date/time unless prior authorization for early break-down has been received.



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CONFERENCE AGENDA BOOKLET ADVERTISING DETAILS:

The Conference Agenda is printed as an 8.5 X 11.0" full color booklet with vertical page layout that is distributed to all Conference Attendees and Exhibition Booth personnel.

Advertising Rates & Dimensions:

- **Full-Page (Full Color):** \$350.00
- **Half-Page (Full Color):** \$200.00

Advertisement Artwork File Dimensions, Specifications & Submission Deadline Date:

- **Full-Page Advertisement Dimensions:** 8.5 X 11.0" with 1/8" bleed
- **Half-Page Advertisement Dimensions:** 4.25 X 11.0" with 1/8" bleed (vertical layout)

Advertisers are responsible for emailing their advertisement artwork file in either (AI, EPS, PDF or JPEG) format to aaron@etgi.us. To help ensure the best print quality, the advertisement artwork file should be provided in high resolution.

IMPORTANT NOTE: Advertisers are responsible for submitting their advertisement artwork file via email to aaron@etgi.us by **NO LATER THAN Tuesday, July 9th**. Advertisement artwork files that are **NOT received by the 07/09/18 deadline date may NOT be featured in the Conference Agenda Booklet.**

MEMBER REGISTRATION PACKET LITERATURE INSERTION DETAILS:

Exhibitors taking advantage of the "**Member Registration Packet Literature Insertion**" opportunity as a part of a Conference Event Sponsorship benefit or if purchased separately (\$200.00) are responsible for ensuring that the materials delivered to the address listed below by Friday, August 3rd. Exhibitors should provide at least (300) literature pieces/packets to ensure an ample quantity is available.

Hyatt Regency (KI Convention Center)
ATTN: Pete Peters (WPLF Conference)
333 Main St.
Green Bay, WI 54301



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EXHIBITION BOOTH CANCELLATION/REFUND POLICY:

In the event an Exhibitor cancels all, or part, of the Exhibition Booth space ordered the following provisions shall apply: (i) if written notice of cancellation is received by the WPLF prior to June 8th 2018, the Exhibitor shall be refunded 75% of the cancelled Exhibition Booth space fee; (ii) if written notice of cancellation is received by the WPLF prior to June 15th, 2018 the Exhibitor shall be refunded 50% of the Exhibition Booth space fee. (iii) No refund will be issued if an Exhibitor Booth space cancellation notice is received after June 15th, 2018.

FIREARM/WEAPON DISPLAY POLICY:

To help ensure the safety of all Exhibitors that will be displaying firearms or weapons at their Exhibition Booth *MUST* adhere to following:

- Firearms are *NOT* to be left unattended at any time in the Exhibition Hall.
- Firearms *MUST* be locked in your hotel room or in another secure place when the Exhibition Hall is closed.
- *NO* live ammunition is allowed at any Exhibition Booth.
- Firearms *MUST* be unloaded and have their firing pins removed to ensure that they cannot fire a round. If a firing pin cannot be removed, the firearm *MUST* be disabled in another manner to ensure that weapon is unable to fire a round.
- It is strongly recommended that *NO* magazine is inserted into a firearm on display, unless it is necessary to show the functionality of the firearm.
- The use of firearm “breach flags” is strongly recommended.
- Firearms *MUST* have actions opened while being displayed.
- It is highly recommended that you do *NOT* carry any live firearm, concealed or not, within the Exhibition Hall. If you elect to carry a live, concealed firearm within the Exhibition Hall, that firearm *MUST* never be used as a display.

Prior to the Exhibition Hall opening each day, a WPLF Conference Safety Officer will visit each Exhibition Booth in which firearms or weapons are to be displayed for inspection to ensure that the firearm/weapon display policy is being adhered to.