



2019 WPLF SUMMER TRAINING CONFERENCE EXHIBITOR RESOURCE GUIDE

CONFERENCE LOCATION

KI Convention Center
333 Main St.
Green Bay, WI 54301
Web: <https://greenbay.regency.hyatt.com/en/hotel/home.html>



EXHIBITOR COORDINATOR POINT OF CONTACT

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: Single 8.0 X 10.0' Standard Exhibitor Booth
Exhibition Booth Price: \$500.00*

**NOTE: A Single 8.0 X 10.0' Standard 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, Break Refreshments and Host Chief's Night access (reference page #5) for (2) Exhibitor representatives/booth personnel. Conference Lunch, Break Refreshments and Host Chief's Night access 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 visiting:
<https://shows.map-dynamics.com/wplf2019summer>.

EXHIBITOR MATERIALS/SERVICE PROVIDER DETAILS

Valley Expo & Displays is the official exhibitor materials/service provider for the 2019 WPLF Summer Training Conference. Valley Expo & Displays will send all registered Exhibitors an "Exhibitor Service Kit" which will contain information about ordering any additional exhibitor booth services or such as electricity, carpeting, furniture, etc... An "Exhibitor Service Kit" may also be downloaded at www.wichiefs.org.





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HOTEL SPECIAL ROOM RATES & RESERVATION DETAILS

Hyatt Regency Green Bay
333 Main St.
Green Bay, WI 54301

Single Occupancy Room Rate: \$84.00/night*
Double Occupancy Room Rate: \$99.00/night*
Triple Occupancy Room Rate: \$109.00/night*
Quadruple Occupancy Room Rate: \$119.00/night*
Online Special Room Rate Reservation Link:

<https://www.hyatt.com/en-US/group-booking/GRBRG/G-CP19>



** **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 our special room rates, please use the Hyatt reservation link above to make your room reservations on line. Do NOT call the hotel desk at the Hyatt Regency in Green Bay. All rooms should be booked on-line. The reservation deadline date to receive special room rates is Friday, July 5th. Room reservation requests at the special room rate made after deadline date are subject to availability.*

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

King & Queen Room Rate: \$111.00/night*
Reservation/Booking Phone: 920-437-5900

** **NOTE:** Occupancy rate apply for check-in between Sunday, August 4th through Tuesday, August 6th. 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 "**2019 Wisconsin Police Leadership Foundation Group**" when making your reservation. The reservation deadline date to receive special room rates is Sunday, July 14th. 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 4th from 12:00pm until 6:00pm*

***NOTE:** Exhibitors with Vehicle Booth Displays are requested to have vehicles delivered on 08/04/19 by 10:00am.

Regular Exhibitor Check-In/Booth Set-Up: Monday, August 5th from 7:00am until 9:00am

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

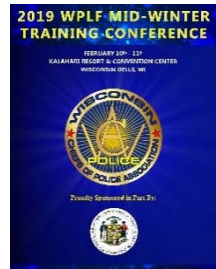
Monday, August 5th from 9:00am until 4:30pm

Tuesday, August 6th from 9:00am until 3:30pm*

***NOTE:** Exhibition Booth break-down starts on 08/06/19 at 3:30pm. All Exhibition Booths MUST remain set-up until this date/time unless prior authorization for early break-down has been received.

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): \$400.00
- Half-Page (Full Color): \$250.00

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 aarondexter80@gmail.com. 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 aarondexter80@gmail.com by **NO LATER THAN Tuesday, July 9th**. Advertisement artwork files that are **NOT** received by the 07/09/19 deadline date may **NOT** be featured in the Conference Agenda Booklet.



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MEMBER CONFERENCE REGISTRATION WELCOME PACKET LITERATURE DROP

Exhibitors taking advantage of the "*Member Conference Registration Welcome Packet Literature Drop*" 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 2nd. 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

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 7th 2019, 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 14th, 2019 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 14th, 2019.

FIREARM/WEAPON DISPLAY POLICY

To help ensure the safety of all, Exhibitors 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 "breech 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 being displayed for inspection to ensure that the firearm/weapon display policy adherence.



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HOST CHIEF'S NIGHT DETAILS

All registered exhibitor booth personnel are welcomed to attend the 2019 WPLF Summer Conference's Host Chief's Night event being held on Monday, August 5th at The Automobile Gallery (400 S. Adams St., Green Bay) from 5:30pm until 8:30pm.



The Automobile Gallery

Launched in 2016, The Automobile Gallery occupies a building that was home to Denil Cadillac, a historic and prestigious Green Bay dealership between 1958 and 1997. William "Red" Lewis, a Green Bay native and innovative entrepreneur, was inspired to convert the building into a gallery for automobiles that integrated event and meeting spaces. With his vision in mind, Somerville Architects & Engineers of Green Bay breathed new life into the building, preserving the facade of the dealership while creating a graceful, contemporary gallery and event space. To learn more about The Automobile Gallery visit: <https://theautomobilegallery.org/>.



Host Chief's Night provides a wonderful opportunity for exhibitors to network with attendees in a casual environment. Complimentary appetizers, soda and tap beer will be served (cash bar available). Also, multiple door prize drawings will be held during the event.



To be admitted into the Host Chief's Night event you *MUST* show your exhibitor name badge or a guest pass. Guest passes to attend the event may be purchased at the Conference Registration Booth. Since the event location is off-site, complimentary shuttle bus transportation will be provided. The shuttle bus pick-up/drop-off is located on N. Adams St. between the KI Center and the Hampton Inn. The first shuttle bus pick-up will start at approx. 5:15pm.

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GREEN BAY

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE
EMAIL ADDRESS		ORDERED BY		
		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Form Submission – Email completed forms to: trent.jameson@psav.com.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

MONITORS

	PRICE	QTY	TOTAL
<input type="checkbox"/> 22" Multi sync monitor <input type="checkbox"/> Single-pole stand	\$ 130	___	\$ _____
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ 160	___	\$ _____
<input type="checkbox"/> 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 320	___	\$ _____
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 445	___	\$ _____
<input type="checkbox"/> 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 845	___	\$ _____

POWER

	PRICE	QTY	TOTAL
<input type="checkbox"/> 120V – 5 AMP	\$ 75	___	\$ _____
<input type="checkbox"/> 120V – 10 AMP	\$ 90	___	\$ _____
<input type="checkbox"/> 120V – 20 AMP	\$ 110	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 20 AMP	\$ 165	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 30 AMP	\$ 265	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 60 AMP	\$ 385	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 100 AMP	\$ 645	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 200 AMP	\$ 1,290	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 300 AMP	\$ 1,815	___	\$ _____
<input type="checkbox"/> 208V Three Phase – 400 AMP	\$ 2,575	___	\$ _____

INTERNET

Wireless Internet connection	\$10 - 8 MBPS	___	\$ _____
Hardline Internet connections	\$100 - 10 MBPS	___	\$ _____

****\$25 Service charge for day-of additions**

SPECIAL REQUESTS

Please add any items not listed above that you require.

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	TOTAL
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____
<input type="checkbox"/> _____	\$ _____	___	\$ _____

Trent Jameson

Director, Event Technology - PSAV®

Hyatt Regency Green Bay

333 Main St., Green Bay, WI 54301

office: 920.321.5083 email:

trent.jameson@psav.com

