



Exhibitor General Information

We are excited that you are participating in the 2014 WLA Conference. We are expecting a great event with 300 or more in attendance this year! Booth Numbers will be assigned about two weeks prior to the show. Below are the details you will need about your participation in the show.

Exhibit Schedule:

Move In:	Wednesday, April 30	1:00 pm – 5:00 pm
	Thursday, May 1	7:00 am – 9:00 am
Exhibit Hours:	Thursday, May 1	10:00 am – 6:30 pm
	Friday, May 2	10:00 am – 12:30 pm
Booth Dismantle:	Friday, May 1	after 12:30 pm*

**any exhibitors dismantling prior to 12:30 pm are charged a penalty of \$100*

Exhibits Event Schedule: *(for a complete schedule of conference events, please visit <http://www.wla.org/2013-conference-home>)*

Thursday:

Exhibits Grand opening	10:00 am
Break with Exhibitors	3:15 pm – 3:45 pm
Exhibitor Reception	5:30 pm – 6:30 pm

**note that exhibitors may partake of the food & beverages at the reception but are expected to staff your booth during this time as it is an opportunity for all attendees to visit with exhibitors*

Friday:

Exhibits Open	10:00 am
Exhibit Grand Finale	11:45 am – 12:15 pm

Location:

Wenatchee Convention Center
 Exhibits: Orchard Room
 121 N. Wenatchee Avenue
 Wenatchee, WA 98801

EXHIBITOR KIT: Click to access the [Exhibitor Kit](#): Inside the kit you will find order forms for furniture, show services, electrical, etc. The Exhibitor Kit can also be found on the conference website on the Exhibitor/Sponsor page.

Show Services: Booth furnishings/Plants, Lights & Labor/Shipping/ /Materials Handling/Advance Warehousing – Order Forms are included in the Exhibitor Kit.

LCD Exposition Services
220 E Augusta Avenue
Spokane, WA 99207
PH: (509) 325-9656
FX: (509) 325-9670

Electrical/Audio Visual/ Internet Services – order forms in the Exhibitor Kit.

Electrical and Wireless Internet for this show is complimentary, however, you will need to bring Extension Cords and Power Strips, or you can rent them from LCD Exposition Services for \$10

Ken Boyle
Wenatchee Convention Center
121 N. Wenatchee Avenue
Wenatchee, WA 98801
PH: (509)
kboyle@wenatcheecenter.com

Food & Beverage *(all food & beverage is required to be provided by the Wenatchee Convention Center)*

Ken Boyle
Wenatchee Convention Center
121 N. Wenatchee Avenue
Wenatchee, WA 98801
PH: (509)
kboyle@wenatcheecenter.com

WLA Exhibitor Contact:

Dana Murphy-Love
WLA Executive Director
PH: 425.967.0739
dana@wla.org

Tim Mallory
Exhibits Chair
PH: 360.704.4502
tmallory@trl.org

All Exhibits include

8 x 10 **carpeted** exhibit space (per booth purchased)
Two chairs and one draped/skirted 6' table
12" x 44" identification sign

Exhibit Grand Finale & Prize Drawings

WLA will be putting together a passport contest to be used in the Exhibit Hall. Attendees will need to get their passport initialed a specific number of times and then it can be entered into a prize drawing. Additional details will be sent about the contest closer to the conference. Exhibitors can also provide prizes that will be awarded starting at 11:45 am on Friday. Prizes will be picked up at the Exhibitor Booth. Winners will need to be present to win. Information about prize drawings will be sent a few weeks prior to the conference.

Other Marketing Opportunities:

Sponsorships – several sponsorship opportunities are still available. The Sponsorship Form is included in the Exhibitor Prospectus and can also be found here:

<http://www.wla.org/assets/2014Conference/exhibitor%20prospectus.pdf>

Advertising – Advertising in the program is available and the **cut-off date for ads is April 4**. Information about Advertising is also included on the Sponsorship form on the website.

Housing and Conference Meals

WLA has room block at the Coast Wenatchee Hotel. ***Reservations must be made by Monday, April 7*** in order to guarantee a room.

Coast Wenatchee Center Hotel

201 North Wenatchee Avenue
Wenatchee, WA 98801

- \$105.00 (plus tax) per night, single or double occupancy
- \$115.00 (plus tax) per night, triple occupancy
- \$125 (plus tax) per night, quadruple occupancy

To make a reservation, call 1-509-662-1234 and identify yourselves as being with the WLA 2014 Conference.

Meals and Event Tickets:

Exhibitors may purchase tickets to attend WLA Conference Meals and Events. Please click [HERE](#) to access the Registration page to register for meals and events. The Register Now button is toward the bottom of the page. If you have not logged onto the conference registration site, you will need to click "Forgot my Password" to get a password to log in. The Username is your email address.

Photos:

Photos will be taken at the Conference. WLA reserves the exclusive right to use any and all photos taken WLA in any way deemed appropriate by WLA.