

VENDOR PROSPECTUS

visit www.WisconsinACEP.org to register online



2024 Spring Symposium
32nd Annual Emergency Medicine Research Forum
March 6-7, 2024 | Brookfield, WI

SPONSOR/EXHIBIT LEVELS

	Reception Sponsor	Reception Uber Sponsor	Breakfast Sponsor	Lunch Sponsor	Break Sponsor	Exhibit Only
	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$1,250
Exclusive sponsorship of the Wednesday evening reception <i>Includes a table to display any materials or signage</i>	•					
Advertising on WACEP website and e-newsletter one quarter	•					
Exclusive sponsorship of Uber rides for attendees to/from off-site reception		•				
Exclusive sponsorship of the Thursday morning breakfast with attendees			•			
Exclusive sponsorship of the Thursday lunch with attendees				•		
Exclusive sponsorship of the Thursday morning break with attendees					•	
Opportunity to address attendees during lunch program on Thursday	•					
Up to 4 reps and complimentary electrical connection at exhibit space	•	•				
Complimentary electrical hookup at booth			•	•	•	
Onsite signage			•	•	•	
Signage at	conference and reception	conference and reception	conference only	conference only	conference only	
Sponsor recognition on the website, emails and all conference materials	•	•	•	•	•	
Exhibitor level recognition on website, event app and on-site materials						•
• 6ft skirted display table with two chairs						
• Non-competitive exhibitor viewing times						
• Meals and refreshments during exhibit hours						
• Recognition in the conference program and on the WPA website	•	•	•	•	•	•
• Participation in Exhibitor game for attendees						
• List of registered attendees						
• Two representatives per exhibit space <i>*additional badges may be purchased</i>						

VENDOR INFORMATION

DISPLAY TIMES

(subject to change)

Thursday, March 7, 2024
7:00 am to 2:30 pm

EXHIBIT SET UP & DISMANTLE

Exhibitors may set up on Wednesday, March 6 from 3pm-5pm, and on Thursday, March 7 from 6:30-7:00 am. All exhibits must be set up by 7:00 am on Thursday. If possible, please do not dismantle your exhibit prior to 2:00 pm on Thursday.

LOCATION/SHIPPING MATERIALS

Exhibit materials may be shipped to:

The Brookfield Conference Center
325 S Moorland Road
Brookfield, WI 53005

All packages sent to the hotel should be clearly marked with, "Hold for WACEP/March 6-7, 2024." Also include your company's name, a contact name and phone number, and the total number of boxes in your shipment. Materials should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

HOTEL ACCOMMODATIONS

Reserve your overnight accommodations before Tuesday, February 6, 2024 to receive the WACEP group rate of \$139. To make reservations, call the Hilton Garden Inn at 262-330-0800 and request the WACEP Spring Symposium room block or Book Online here. <https://www.hilton.com/en/attend-my-event/wacep2024springsymposiummarch/>

REGISTRATION DEADLINE / CANCELLATIONS

Please register by February 26, 2024, to guarantee your space and inclusion in program materials. Cancellations and requests for refund must be received in writing and will be subject to a \$50 administrative fee. No refunds will be issued after February 26 or for no-shows.

SPECIAL REQUESTS

If your exhibit requires additional equipment or special set-up assistance, please contact the WACEP office. Any special arrangements are made at the exhibitor's expense. Please include any restrictive dietary needs on your registration form.

REQUEST LETTERS

Request letters and W9 forms are available by contacting the WACEP office at WACEP@badgerbay.co.

DISCLAIMER

This program is designed for WACEP member and exhibitors whose products and services align with the WACEP mission. All applications for exhibit space will be considered. In its sole discretion, WACEP reserves the right to reject any application that is deemed inconsistent with the mission of the organization.

QUESTIONS?

Please contact the WACEP office at 920-750-7725 or WACEP@badgerbay.co with questions.

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