

EXHIBITOR REGISTRATION FORM

CONTACT INFORMATION (please print clearly for name badge)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

COMPANY INFORMATION (for conference materials)

Company Name: _____

Company Web Address: _____

Company Phone: _____

COMPANIES TO AVOID

On-Site Representatives (two included with registration):

Name: _____

Name: _____

ADDITIONAL REPRESENTATIVES (optional; \$70/ea)

Name: _____

Name: _____

Please indicate any additional needs or special assistance (dietary or physical) _____

REGISTRATION

Exhibit Display: \$1,000 Electricity: \$50

Additional Representatives: \$70/ea

METHOD OF PAYMENT

Total Enclosed \$ _____

Check # _____ (Checks payable to WISAM)

Visa Mastercard Discover Amex

Card Number: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

Wisconsin Society of Addiction Medicine
563 Carter Court, Suite B, Kimberly, WI 54136
Email: WISAM@badgerbay.co • Fax: 920-882-3655

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Wisconsin Society of Addiction Medicine

A Chapter of American Society of Addiction Medicine



WISCONSIN SOCIETY OF ADDICTION MEDICINE 2017 ANNUAL CONFERENCE

Advancing the Art and Science of
Addiction Prevention and Treatment in Wisconsin

September 14 – 16, 2017
The Pyle Center, Madison, WI

VENDOR PROSPECTUS

Visit www.wisam-asam.org for
online vendor registration.

EXHIBIT OPPORTUNITIES

Exhibit display registration fee of \$1,000 provides your company with:

- 6' x 2" skirted table with two chairs
- Mention of your organization's participation in the conference materials
- Dedicated display time in exhibit hall during Thursday and Friday
- Roster of attendees distributed at the time of the conference
- Complimentary refreshments in the exhibit hall

DISPLAY TIMES

Thursday, September 14

7:30 - 8:30 a.m.

9:45 - 10:00 a.m.

12:00 - 1:15 p.m.

2:45 - 3:00 p.m.

Friday, September 15

7:00 - 8:30 a.m.

9:45 - 10:00 a.m.

12:00 - 1:15 p.m.

3:15 - 4:00 p.m.

VENDOR REGISTRATION DEADLINE

Please register by August 31, 2017 to guarantee your space and inclusion in program materials.

EXHIBIT SET UP

Thursday, September 14, 6:00 - 7:30 am.

EXHIBIT DISMANTLE

Please do not plan to dismantle your exhibit prior to 4:00 pm on Friday, September 15th.

REQUEST LETTERS

Request letters and W9 forms are available by contacting the WISAM office (WISAM@badgerbay.co).

LOCATION/SHIPPING INSTRUCTIONS

Exhibit materials may be shipped to:

Attn: Callie LaPoint

UW Extension Conference Centers
702 Langdon St, Madison, WI 53706

All packages must clearly marked with, "HOLD FOR WISAM; September 14-15, 2017." Also include your company's name and the total number of boxes in your shipment.

Materials should be received no earlier than three (3) business days prior to the conference. 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 OPTIONS

Mention the Wisconsin Society of Addiction Medicine (WISAM) Room Block at any of the following locations: *Please note, rooms are first come first serve.

The Edgewater

1001 Wisconsin Place, Madison, WI 53703
608-535-8200
stay@theedgewater.com

Hyatt Place Madison/Downtown

333 W Washington Avenue, Madison, WI 53703
608-257-2700
place.hyatt.com

The Graduate

601 Langdon Street, Madison, WI 53703
608-257-4391
http://graduatemadison.com

REGISTRATION DEADLINE / CANCELLATIONS

To ensure your company will be recognized in printed materials, please register prior to August 31, 2017. Cancellations must be received in writing by August 31, 2017 to request a refund (less \$50 administrative fee). No refunds will be issued for lack of attendance.

SPECIAL SET UP

If your exhibit requires additional equipment, special set up assistance, phone lines, furniture or audio-visual equipment, please contact the WISAM office. Any special arrangements are made at the exhibitor's expense.

SPECIAL ASSISTANCE

Please include any special requests (e.g. physical, dietary) on the registration form.

QUESTIONS?

Please contact the WISAM office at 920-750-7727 or WISAM@badgerbay.co with questions.

