

2018 VENDOR/EXHIBITOR INFORMATION & INSTRUCTIONS

Thank you for your participation as a Sponsor and/or Vendor/Exhibitor at the **10th Annual Black Women's Wellness Day on Saturday, September 22nd, 2018**. Your support enables us to reach and engage women & girls in the movement for optimal health & wellness, and provides great exposure for your organization, business, or service! Please take a moment to review the information below. For additional questions, contact us at (608) 709-8840 or email blackwomenswellnessday@gmail.com.

Exhibitor/Vendor Registration – What It Covers

***This DOES NOT APPLY to Corporate event sponsors at the Bronze Level and above*. Corporate Sponsors will be contacted separately re: Luncheon seating.**

Your vendor/exhibitor fee covers:

- One skirted exhibit table and two chairs.
- **One (1)** Opening Luncheon registration for our formal program from 11:30am – 1:00pm.

***If an additional person manning your vendor/exhibit table would like a luncheon seat, they must register at the rate of \$30 (\$32.74 total with service fee).** You will be provided a purchase link for these tickets after your Vendor Registration fee is paid, or contact blackwomenswellnessday@gmail.com.

Table Size &

Each vendor/exhibitor will be supplied a skirted, standard 6 X 2.5 foot table and two chairs. Table coverings, electrical cords, and additional signage are the responsibility of the exhibitor. Wireless internet access is available. Simply have the wi-fi enabled on your laptop or other device.

Exhibit Location

Exhibitors/vendors will be located in the center commons area of the BWWDAY event space which all event guests will encounter as they register and enter. **See the event area map on page 3 of this document.** This area is situated in the center of the meeting/breakout rooms (M1-M8) and will be heavily trafficked by conference attendees throughout the day.

Exhibit/vendor tables will be marked with the agency/organization names upon arrival. Final assignment of space will be made by the BWWDAY staff. Please do not switch tables for any reason. We will have a pre-arranged floor plan in place that must be strictly adhered to. BWWDAY reserves the right to amend the floor plan, assign, or relocate space. Restrooms are located on the first floor just steps from the exhibit area for your convenience.

Exhibit Hours, Check-in, Set-up and Take-down

Access to the exhibit/vendor area will be available beginning at 7:30am on September 22nd, 2018. Vendors/Exhibitors may enter the event space from the front of the Exhibition Hall or the rear. BWWDAY staff will be positioned at either entrance to check you in and guide you to your table. **See map on page 3 below for a visual of the BWWDAY event space.**

Exhibits/vendor tables must be completely set up by 8:45am. Doors open promptly at 9:00am.

***Note:** Please bring appropriate equipment for hauling your belongings to and from the site. The Alliant Energy Center will not provide equipment for such purposes.

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The day will include 2.5 hours of dedicated exhibit time between 9:00-11:30am, in addition to breaks and time between workshops throughout the day. Exhibitors are welcome to stay for the duration of the event and are asked to stay minimally through 2:00pm. Guests will visit the Vendor area throughout the day. Visit our web site at <http://www.blackwomenswellnessday.org/sponsorships-and-exhibits.php> for an overview of the event schedule.

Exhibitors/vendors are welcomed to attend presentations and workshops throughout the day, but are encouraged to keep an attendant at their booth throughout the day, and at minimum, during open exhibit times.

Exhibits must be taken down and the premises vacated no later than 6:00pm on event day.

Parking

Parking at Alliant Energy Center for this event is free. Many parking stalls are available. However, please observe all parking signs to avoid ticketing or towing which will be at the exhibitor's expense.

Exhibit Materials

BWWDAY is not able to accept shipment of any materials for this event. Exhibitors are responsible for their own sign and all display materials.

Electrical Outlets

There are a limited number of electrical outlets available in the event space area. Outlets will be assigned on a first-request/first-served basis. Additional charges may apply based on specific needs and Alliant Energy Center policy. Please inquire as soon as possible at (608) 709-8840 or blackwomenswellnessday@gmail.com if an electrical outlet is needed.

Recycling/Trash

BWWDAY is committed to reducing the impact of our events on the environment. Please properly dispose of waste in the available waste bins and recyclable materials in the available recycling bins; and take all materials and any boxes with you upon departure.

Liability

The Vendor/Exhibitor assumes the responsibility and liability for all losses, damages, and claims arising out of injury or damage to Exhibitor's displays, equipment or other property brought upon the exhibition premises. Exhibitors agree to be in compliance with all federal, state, and local laws, ordinances, and regulations pertaining to fire prevention, electrical safety codes, and public safety. All booth decorations must be flame-proof and all hangings must clear the floor.

Refunds & Cancellations

Exhibitor space is assigned on a first-come, first-served basis and is **non-refundable**. Cancellations are discouraged. Instead, we recommend that back-up staff/agency representatives are assigned in the event of an unforeseen circumstance. Please contact us directly at (608) 709-8840 or blackwomenswellnessday@gmail.com if you have questions regarding this policy.

Media Promotion, Logos & Web Sites

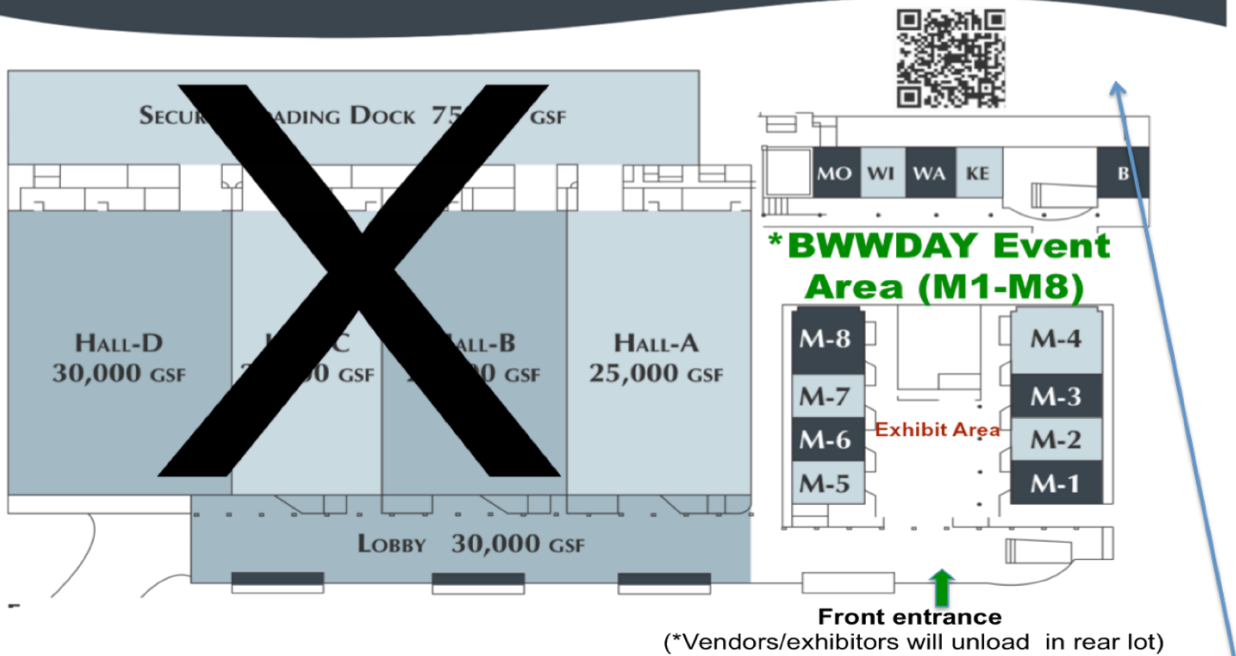
Vendors/Exhibitors are encouraged to promote your participation in BWWDAY prior to and following the event. See page 3 for a list of our social sites, and be sure to connect with us and tag us in posts from your social pages. For promotional purposes, please email your logo in png or jpg format, and your web site address to blackwomenswellnessday@gmail.com.

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EXHIBITION HALL AT THE ALLIANT ENERGY CENTER

WWW.ALLIANTENERGYCENTER.COM



For additional questions, contact:

blackwomenswellnessday@gmail.com or call (608) 709-8840.

Connect with us online:

www.facebook.com/BlackWomensWellnessDay

www.instagram.com/bwwdayfounder

www.twitter.com/bwwdayfounder

Thank you!

-- The FFBWW-BWWDAY Team