

2019 BWWDAY VENDOR/EXHIBITOR INFORMATION & INSTRUCTIONS

Thank you for your participation as a Sponsor and/or Vendor/Exhibitor at the **11th Annual Black Women's Wellness Day on Saturday, September 21, 2019**. 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 bwwday@ffbww.org.

Exhibitor/Vendor Registration – What It Covers

Your vendor/exhibitor fee covers:

- One skirted exhibit table and two chairs. (Additional tables are treated as add-ons and must be paid for separately). See Add Ons section for details).
- **One (1)** Opening Luncheon registration for our formal program from 11:30am – 1:00pm.

Add Ons

*Additional table: \$150 Non Profit / \$175 For Profit

*Additional Luncheon Ticket: \$30 (\$32.74 total with service fee)

Use the following link by Sept. 9th:

<https://bwwday2019.eventbrite.com?discount=Vendor/ExhibitorLunchTicket>

Any additional guests beyond you and a second person manning your table must purchase tickets at the regular rates at <https://bwwday2019.eventbrite.com> as follows:

- o \$50 General Admission
- o \$25 Students (13-21)
- o \$25 Seniors (62 & older)

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. Standard wireless internet access is available. Simply have the wi-fi enabled on your laptop or other device. Enhanced wi-fi is available through Alliant Energy Center for an additional fee.

Exhibit Location

Exhibitors/vendors will be located in Hall A of the Alliant Energy Center. **See the event area map on page 3 of this document.**

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.

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

Access to the exhibit/vendor area will be available beginning at 7:30am on September 21, 2019.

Vendors/Exhibitors **must enter the event space through the rear** of Exhibit Hall A. See map on page three for details on parking and rear loading dock entrance. BWWDAY staff will be positioned at the rear entrance to check you in and guide you to your table.

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Exhibits/vendor tables must be completely set up by 8:30am. 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.

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.

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. BWWDAY and Alliant Energy Center staff are not responsible for lost, stolen, misplaced or damaged merchandise or personal items.

Exhibits must be taken down and the premises vacated no later than 4:30pm on event day.

Parking

Vendor/exhibitor parking will be located in the rear behind Hall A. There is a loading dock located in the rear to unload your materials, and parking available directly next to the loading dock area. Parking at Alliant Energy Center for this event is free. 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 signage 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 bwwday@ffbww.org 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

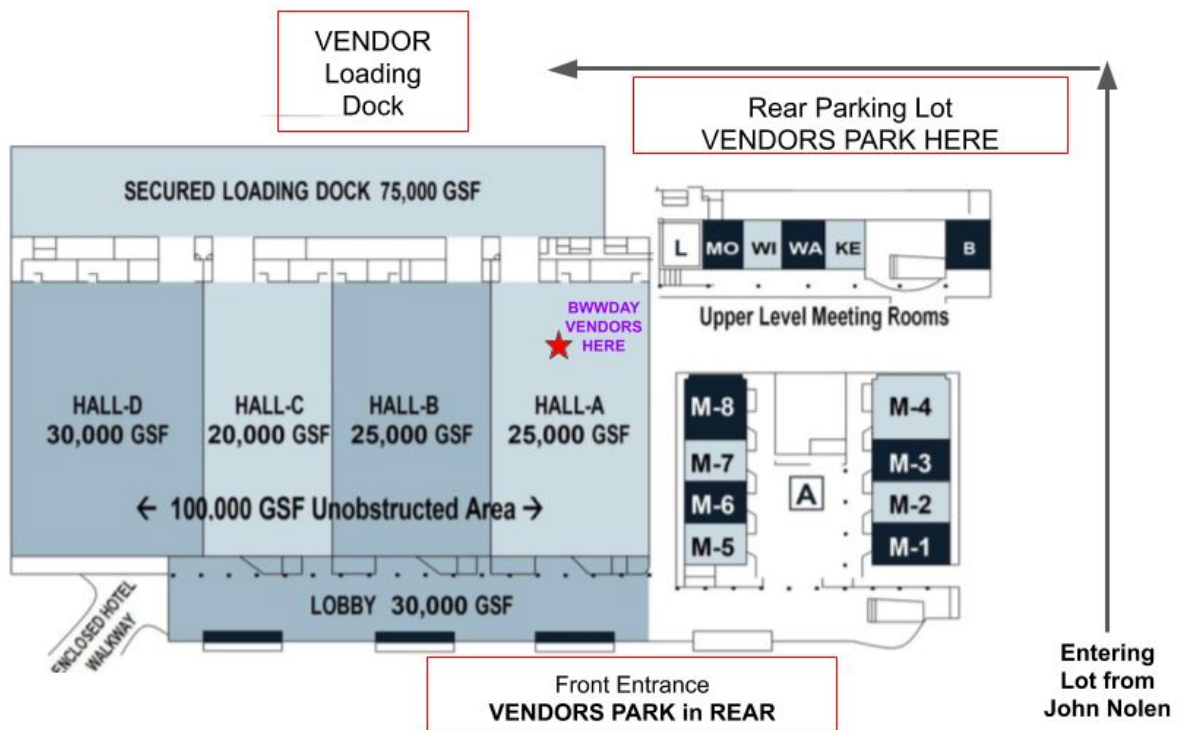
Exhibitor space is assigned on a first-come, first-served basis and is **non-refundable**. Cancellations are discouraged. Instead, we recommend that back-up staff/agency representatives are assigned in the event of an unforeseen circumstance. Please contact us directly at (608) 709-8840 or bwwday@ffbww.org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

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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 bwwday@ffbww.org.

BWWDAY VENDOR & EXHIBITOR AREA



For additional questions, contact:

bwwday@ffbww.org 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