

## Exhibitor Opportunities & Information

### *Early Bird Rates! Register by November 20, 2017 and SAVE!*

<b>Standard Booth</b>	<b>Custom Booth</b>	<b>Premium Booth</b>
Early Bird Rate \$550	Early Bird Rate \$1,050	Early Bird Rate \$1,550
Normal Rate \$750	Normal Rate \$1,250	Normal Rate \$1,750
<ul style="list-style-type: none"> <li>- One 10ft. x 8ft. booth</li> <li>- One 8 ft. skirted table</li> <li>- 2 Chairs</li> <li>- Pipe &amp; Drape</li> <li>- 1 Conference Registration</li> </ul>	<ul style="list-style-type: none"> <li>- One 20ft. x 8ft. booth</li> <li>- Two 8 ft. skirted tables</li> <li>- 2 Chairs</li> <li>- Pipe &amp; Drape</li> <li>- 2 Conference Registrations</li> </ul>	<ul style="list-style-type: none"> <li>- One 20ft. x 8ft. booth in high visibility location</li> <li>- Two 8 ft. skirted tables</li> <li>- 2 Chairs</li> <li>- Pipe &amp; Drape</li> <li>- 3 Conference Registrations</li> </ul>

#### **Booth Registration:**

Booth registration is available online only. [CLICK HERE](#) for online registration. \*Note this registration is for your BOOTH only. Conference registration for those who will be attending the event will be completed at a later date (see below).

#### **Booth Assignments:**

Booths are assigned based on date payment is received. So register and pay early for best spots.

#### **Exhibitor Hall Hours:**

Tuesday from 7:30am – 4:30pm and 5:30 – 7:00pm. The hall will be locked from 4:30-5:30pm to give the Kalahari an opportunity to set up the food for the Vendor Faire and to allow you time to go back to your room or answer some emails before the Vendor Faire begins at 5:30pm. An Exhibitor Lounge will still be available if you need a break during the day to make phone calls or to relax.

#### **Registration, Booth Set Up and Booth Tear Down:**

Registration and Booth Setup: Monday, January 15 from 4:00pm – 8:00pm and  
Tuesday, January 16 from 6:30am-7:30am.

Booth Setup **MUST** be completed by 7:30am on Tuesday!

Booth Tear Down: Tuesday, January 16, 7:00pm – 8:00pm. All exhibits must be removed by 8:00pm.

#### **How to register your booth staff:**

Once we open online registration for conference attendees (end of September), an email will be sent to you with a code that will allow you to waive the fee of the individual whose registration is included with your booth.

#### **Additional attendees from your company:**

If you have additional people from your company that would like to attend this event (above those that are included in your booth package), they will need to go online and register as a conference attendee and pay the associated fee. A link to conference registration will be posted once the brochure is completed and online registration is open (end of September). Visit our website for information: <http://www.megawisconsin.com/>

#### **Exhibit Hall Vendor:**

The 2018 Mega Healthcare Conference will be working with Wisconsin Expo Company. They will provide the furnishings and the pipe and drape for your booth. Additional information regarding their services will be sent to you at a later date.

#### **Hotel Rooms:**

If you should need a hotel room for this event, please visit the [HOTEL](#) page on our website for complete details, which includes the hotel booking options available.

**Pre and Post Conference Mailing List:**

For \$150, exhibitors can purchase a one-time use pre-conference attendee mailing list (emailed to exhibitor no later than December 29th, 2017). For an additional \$150 exhibitors also have the option to purchase a one-time use post-conference attendee mailing list (emailed to exhibitor no later than January 24, 2018).

The list of names and addresses is provided for one-time postal use only and will include attendee name, company name, title, and business address. This list is, and remains the sole exclusive property of Mega, and may not be used for any purpose, or incorporated into any other list or database. "Our members feel very strongly about violation of list use and they let us know when any violations occur. In order to protect your good standing with our members, please take care to adhere to our policy".

To purchase either list, please add appropriate fee(s) to your online registration.

Note: A paper copy of the attendee list, which will contain attendee name, company and job title, will be supplied to all attendees upon check in at the event.

**Cancellations and Refunds:**

All cancellations of space must be received in writing. If Mega receives a written request for cancellation of space on or before December 31, 2017, the exhibitor will be eligible for a full refund minus a \$100 administrative processing fee. No refunds will be made after December 31, 2017.

**Changes or Corrections:**

If after you have completed registration, you have changes or corrections to your registration, please contact our Meeting Planning Wendy Ellwein at [info@megawisconsin.com](mailto:info@megawisconsin.com) or 1(651)340-6426 and she will be happy to help you.

**Agreement:**

All Exhibitors must agree to terms of the Mega Conference Exhibitor Agreement. A copy of the agreement can be found [HERE](#). Once you have read the agreement, check yes to the appropriate question during registration to agree to terms.

**Questions**

Please visit our [FAQ Page](#) on the website for frequently asked questions.

**Still Have Questions?**

If you still have questions, please feel free to contact our Exhibitor Chair: Steve Juve at 612-325-7454 or [stevejuve@creditoradvocates.com](mailto:stevejuve@creditoradvocates.com)