

Connect, Collaborate, Network

WYAEA

Spring Conference

Feb 28 & 29, 2016

WYAEA
Wyoming Art Education Association



Vendor General Information, Rules & Regulations

Please retain a copy of this for your records. Your signature on your vendor registration implies agreement with the rules and regulations listed.

GENERAL INFORMATION

Exhibits will be held in the Foyer - Triumph High School, 1250 West College Drive, Cheyenne, WY 82007

Exhibit Hall Logistics and Standard Booth Equipment

The following items are included with your space.

1. All spaces come equipped with 1 6ft table and chairs as needed. Additional tables available on a first come, first serve basis.
2. Each company will receive up to two complimentary exhibitor registrations with badges, additional exhibitor registrations are \$ 15.
3. Each vendor with an exhibitor badge receives a complimentary lunch, catered by Triumph HS Culinary Team.

Please Note: Booth spaces are not carpeted. We will do our best to accommodate electrical needs on a first registered, first served basis. Furniture and/or draping accessories, signs, power strips, etc., are the responsibility of the exhibitor to provide.

Exhibitor Registration

Exhibitors are allowed two complimentary exhibitor registrations, additional registrations may be purchased for the vendor price of \$ 15. Exhibitor registration forms will be available on the WYAEA website at www.wyarted.org under the event tab.

Exhibitor Set-Up Times and Procedures

Friday, February 26: 8:30 am – 10:00 pm

Saturday, February 27: 6:30 am – 8:00 am

All exhibitors may gain admittance to the foyer via the main doors.

Exhibit Hall Hours

Saturday, February 27: 8 am – 5 pm

Sunday, February 28: 8 am – 12 pm (this day is at the discretion of the vendor and not required)

Tear-Down Procedures

Exhibitors may begin to dismantle booths no earlier than 5pm Saturday, unless weather dictates otherwise.

Vendors leaving on Saturday may teardown after 5 pm and vendors leaving on Sunday may teardown after 12 pm.

Cancellations

All cancellations must be made directly to Abi Paytoe Gbayee at 307.760.6204 or abipaytoegbayee@gmail.com, no later than February 7, unless it is a weather related cancellation.

Questions, Concerns, Comments

All general questions regarding your booth space assignment, exposition operating procedures, display rules and limitations, and exposition policies should be addressed to Abi Paytoe Gbayee at 307.760.6204 or abipaytoegbayee@gmail.com.

Material Handling and Shipping

Advance shipping of exhibits and products may be made Freedom Elementary, c/o Abi Paytoe Gbayee 4500 Happy Jack Rd. Cheyenne, WY 82001. All advance shipments need to be clearly labeled with the vendors information and tracking information emailed to abipaytoegbayee@gmail.com. PLEASE DO NOT SCHEDULE ANY WEEKEND DELIVERIES.

Exhibit Hall Access

All exhibitors are asked to wear their WYAEA Conference badges for the duration of the conference.

Connect, Collaborate, Network

WYAEA

Spring Conference

Feb 27 & 28, 2016

WYAEA
Wyoming Art Education Association



Vendor General Information, Rules & Regulations

Character and Acceptability of Exhibits

All exhibits shall serve the interests of the members of WYAEA, and be operated in a way that will not detract from other exhibits, the exhibition, or the Conference as a whole. WYAEA endorses the creative use of art materials, but does not condone products or processes which encourage imitation, allow for no individuality, or are known to be harmful to the growth and development of children. Examples of specific products that cannot be approved because they are contrary to present beliefs in art education are: paint-by-numbers sets, coloring books, and molds and kits that provide patterns allowing for no individuality. WYAEA asks exhibitors not to display such materials, and reserves the right to prohibit any exhibit which, in its opinion, is not proper. WYAEA reserves the right to remove any exhibits or parts thereof that are believed to be injurious to the Association.

Restrictions on Use of Space

No exhibitor shall sublet, assign, or share any part of the allocated exhibit space without the written consent of WYAEA.

Noise and Sound

Any audio/visual equipment shall be operated within a booth only at a level that will not interfere with other exhibitors. WYAEA reserves the right to ask any exhibitor to lower the sound of audio/visual equipment in a booth.

Cleaning

Trash produced as a result of an exhibitor emptying samples must be maintained within the booth area.

Trash bins will be provided in the gymnasium for convenience, dumpsters are available on site if needed during tear-down.

Fire and Safety Regulations

All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations, as well as those of the National Board of Fire Underwriters Building Code. All decorations and booth equipment must be fireproofed and electrical wiring must meet the safety requirements of the Fire Department of Cheyenne, WY.

Care of Building and Equipment

The exhibitor or his/her agent shall not damage or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture in the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

Use of Copyrighted Music

Any exhibitors wishing to use copyrighted music must obtain their own license agreement through the proper licensing agent, e.g., ASCAP or BMI.

Use of WYAEA Identity

The names, trademarks, service marks, and logos of WYAEA may not be used in any advertising or publicity, or otherwise to indicate WYAEA's sponsorship of or affiliation with any product or service, without WYAEA's expressed written permission.

Photography Rights

WYAEA reserves the right to capture any images of all Exhibit Hall booths and exhibitors on site. Images may be posted on the WYAEA website and used in printed promotional pieces.

Liability

Neither WYAEA, Laramie County School District #1, the employees, officers, agents, directors, nor representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, upon signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense from personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.