

# WESTERN REGIONAL BOILER ASSOCIATION

## Annual Meeting **VENDOR GUIDELINES**

We appreciate your support, this conference couldn't happen without you! The following guidelines have been developed to clarify the WRBA's expectations for vendor participation in the association's annual conference:

- If you provide a product or a service to the boiler industry, you are considered a vendor and must register as a vendor. Please do not attempt to register as a member.
- Vendors may attend all open meeting sessions and other conference functions, including meals and entertainment in accordance with the association's By-laws.
- No attendee's list will be distributed to the vendors per the associations By-laws, **SO PLEASE DON'T ASK!** You are free to put a bowl on your table to collect business cards for a drawing.
- The content of vendor presentations is to be educational and informative. Fee to presenters is \$1,400.00 and includes one table at no additional charge. Agenda position of presentations are placed at the discretion of the current year's Chair.
- Tables for vendors not making presentations or additional tables for presenting vendors will be on a first-come, first-serve space available basis for a charge of \$1000.00 per table.
- The cost of each presentation/table will include meals, tour and entertainment costs for two people only; additional vendor attendees will be charged for costs per individual at a rate of \$400 per person for the 3-day conference. Additional attendee rate available after initial registration fee is paid.
- Please bring your own power strip and extension cords, if needed.

**Questions? Contact WRBA Event Manager Lisa Harvey-Boyd:**  
**[lisa@boiler-wrba.org](mailto:lisa@boiler-wrba.org) or (360) 808-8118**