

WESTERN REGIONAL BOILER ASSOCIATION

Annual Meeting VENDOR GUIDELINES

The following guidelines have been developed to clarify the WRBA's expectations for vendor participation in the association's annual conference

1. Vendors may attend all open meeting sessions and other conference functions, including meals and entertainment in accordance with the association's By-laws.
2. **No attendee's list will be distributed to the vendors per the associations By-laws.**
3. The content of vendor presentations should be educational, informative and pertinent to the WRBA attending members. Fee to presenters is \$1,400.00 and includes one table at no additional charge, as well as costs as per #5. Vendors **will be placed in presentation slots at the discretion of the WRBA chair to insure a good mix of presentations.**
4. 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 and will include costs as per #5.
5. The cost of each presentation/table will include meals, tour and entertainment costs for two people; **additional vendor attendees will be charged for costs per individual at a rate of \$400 per person for the 3-day conference.**
6. Please bring your own power strip and extension cords, if needed.

Vendor Reservation Form (please print clearly!)

Note: PRESENTING VENDORS: DO NOT SUBMIT THIS FORM UNTIL YOU ARE NOTIFIED BY LISA THAT YOU HAVE BEEN APPROVED!

Company Name as you would like it to appear: _____

Address _____ City _____

State: _____ Zip: _____ Country: _____

Contact Person : _____ Telephone Number: _____

E-mail: _____ Company Website: _____

Presentation Title (if applicable): _____

Please attach a (neatly printed!) short synopsis of the presentation to be posted on the WRBA web site

Names of first two Attendees included in registration cost (includes presenter, if applicable): _____

Names of additional Attendees (cost is \$400 each to cover tour, meal and entertainment costs for 3-day conference): _____

Please check the Vendor Booth map on our website to help you decide which booth you would like.

The booths with RED numbers are open

Booth Number Desired: _____

Presentation and one table: \$1,400.00 _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ Display only or additional table (each): \$1,000.00 _____

Additional vendors attending (beyond 2; additional cost for each one): \$400.00 _____

Total Amount Due: _____

Please make checks payable to Western Regional Boiler Association. Return to:

Lisa Harvey-Boyd
2004 Maddock Road
Port Angeles, WA 98362

Questions? Contact Lisa at Lisa@boiler-wrba.org or (360) 808-8118