

Road & Street Maintenance Supervisors' Conference

October 8-10, 2018

2018 VENDOR/SPONSOR INFORMATION

NOTE WORTHY

Space is limited and booth assignments will be made on a first-come, first serve basis. Make sure to get your application in ASAP in order to get your first choice of booth selection. You can do this by registering online at www.roadandstreet.com. For your application to be processed; you must complete all sections of the application. The information, exactly as it is submitted, will be printed in the program pocketbook. All applications are subject to committee approval.

EXHIBIT SPACE/OUTDOOR EQUIPMENT

Each exhibit space consists of an 10 x 10 booth with table, chairs and power. Table-top exhibit includes two complimentary registrations including all meals, access to workshops, participants items and a *program listing. (*If application is submitted by *September 1st.*) **Booth cannot exceed the 10 x 10 foot area, unless you have purchased another booth space. Additional booth staff must register and pay or they will not be allowed in the conference. There are no exceptions to these rules.** Display units, telephone service, hard-wire internet (free wireless), etc. for individual exhibits are NOT included in the price of the exhibit.

You may also bring outdoor equipment. Please contact Katie Skelton at Katie.skelton@wsu.edu for details.

MOVE IN/MOVE OUT/EXHIBIT HOURS

Move-In

Sunday, October 7th, 2018: 3pm-5pm

Monday, October 8th, 2018: 7am-11am

**Booths must be set by 11am on Monday.*

Move-Out

Tuesday, October 9th, 2018: 7pm-9pm

**Exhibitor move-out begins following the reception on Tuesday. All booths must be taken down by 9:00pm. Overnight storage space available upon request.*

Exhibit Hours

Monday, October 8th, 2018: 11am-7pm

Tuesday, October 9th, 2018: 7am-7pm

**You can expect attendees to be in the exhibit area during breaks and social events. See the conference agenda online at www.roadandstreet.com.*

LODGING

For information regarding lodging in Yakima, please visit the conference website at:

www.roadandstreet.com

POWER/ADDITIONAL STAFF

Power is included in all booths, **you must bring your own extension cord and/or power strip to retrieve power. These items will NOT be provided for you.** Additional personnel from your company are welcome to attend your booth but there will be an additional charge of \$100 each after the first two registrations, i.e. third or fourth member. No exceptions to this rule.

DOOR PRIZES

The Road and Street Conference Committee fully expects our vendors/exhibitors/sponsors to meet the mission and goals of the event. Road and Street does not necessarily share the views of our vendors or their products, missions, or perspectives. To comply with Washington State ethics laws, the Road and Street Conference will not distribute vendor product door prizes to attendees. Contact Tamara at tlkirk@wsu.edu if you have questions.

PAYMENT

Payment must be received prior to the conference. If payment is not made prior to the conference the company's reserved exhibit space could be cancelled and the vendor may not be allowed in the conference. We accept payments in the form of check or credit card. **Visa, MasterCard and Discover Only.** Please make checks payable to Washington State University. Checks need to be sent to the attention of WSU-Conference Management, PO Box 645222, Pullman, WA 99164-5222

QUESTIONS

If you have any other questions feel free to contact:

Tamara Kirk
Event Coordinator
tlkirk@wsu.edu
509-335-4248