

WAETAG 2017 Conference

Exhibitor Schedule & Information

Thank you for your participation at this year's conference located in Tacoma, Washington. We are so excited for the wonderful line up of Presenters and of course all of our wonderful Sponsors and Exhibitors that will bring a wealth of knowledge to our expected 450 attendees.

Here is some useful information to help make your exhibitor experience a successful one.

Exhibitor Schedule

Friday, October 13

7:30 am – 3:00 pm

Optional Set-Up Time

Attendees will be in workshops most of the day, however there are several breaks throughout the day where we encourage them to visit our valued exhibitors.

3:00 pm – 4:00 pm

Set-Up Time

4:00 am – 7:00 pm

Registration & Exhibitor Trade Show

Registration & Exhibitor trade show opens at 4:00 pm. Please be ready to talk with attendees at this time.

5:00 am – 6:00 pm

Vendor Trade Show, Welcome Reception, & Entertainment

This is a great time to meet and mingle with our attendees!

Saturday, October 14

8:00 am – 4:30 pm

Exhibitor Hours Open

Attendees will be in sessions most of the day, however there are several breaks throughout the day we want to inform you of as these will be your highest traffic times. Please be sure to be at your booth during these times.

Saturday's Breaks:

- 8:00 am – 8:45 am
- 9:45 am – 10:00 am
- 11:00 am – 11:15 am
- 12:15 pm – 1:30 pm
- 2:30 pm – 2:45 pm
- 3:45 pm – 4:00 pm
- 5:00 pm – 5:30 pm

5:30 pm – 6:30 pm

Exhibitor Break-Down

Please be courteous and be sure to pick up and discard all your booth's trash before leaving the premises.

Exhibitor Information

SHIPPING

Exhibitors are responsible for shipping all items to the hotel. The hotel charges \$2 per box for a holding/delivery fee. WAETAG is not responsible for any packages shipped to the hotel. Shipments of materials to the Hotel may arrive no sooner than October 10th with the following label on each item:

Hotel Murano
Hold for WAETAG Conference, Oct 13-14
1320 Broadway Plaza Tacoma, WA 98402

Please note: if you are sending items to be inserted into the tote bags they must arrive no later than October 11th and be clearly labeled "FOR TOTE BAGS." Otherwise it will be assumed they are for an exhibitor both.

BOOTHS

All exhibitors will be provided with a single 6' draped table, 2 chairs, and a waste basket. If you signed up for more than one table your extra tables and chairs will be set up for you.

LOCATION

Exhibitor booths will be located in the Pavillion Rotunda. This is great central location to all the conference traffic. Morning refreshments, lunches, and evening reception, will be located in this area to encourage attendees to visit your booth.

WI-FI

Wi-Fi connection is available in the Exhibitor area.

ELECTRICITY

Electricity will not be provided to exhibitor booths. Electrical power is available for purchase through the hotel at \$15 per day.

SOCIAL EVENTS

We welcome all Sponsors and Exhibitors to our social events held throughout the conference. This is a great time to network with our attendees while enjoying refreshments.

RECOGNITION

All Sponsors and Exhibitors will be recognized in the program and thanked every day in the general session's announcements. The conference MC, Board of Directors, and staff will continually encourage attendees to visit your booths throughout the duration of the conference.

HOTEL

Hotel Murano is currently sold out. If you still need a room please check with the hotel first. If you have no luck let me know and I'll see what I can do.

Reservation Call In Line: (888) 862-3255 - Request WAETAG's Room block to receive special rate.

PARKING

Discounted self-parking is available for \$10.00 per day at the Hotel Murano for all conference attendees. Complimentary daytime parking is available at the Tacoma Dome Station with complimentary Tacoma Light Rail ride to the corner of Commerce & 15th Street.

Questions?

Please feel free to contact WAETAG's Conference Planner [Amy Phillips](#) with any questions.

Email: waetagconference@gmail.com