

#### *Why Exhibit*

- Meet over 325 business and community leaders from throughout Wyoming
- Generate business opportunities and revenue for the future
- Network/build relationships
- Exposure to Summit attendees
- Inform business and community leaders about your product or service

#### *Conference Registration*

The exhibit registration fee (\$300.00) does include one Summit registration. Additional exhibitors shall pay the appropriate Summit registration fee (\$125.00).

Exhibitors who register will also have the opportunity to have information available at the Job and Education Fair at the McMurray Training Center on the morning of June 17<sup>th</sup>. This event is geared toward jobseekers and employers.

If you require electricity you will be charged an additional \$25.00. Electrical service consists of one outlet brought into the booth area. Any additional extension cords, power strips, adapters, etc. is the exhibitor's responsibility.

If you require additional equipment, please notify Center for Training and Development at Casper College by calling 1-800-442-2963 ext. 2085 and you will be charged accordingly.

#### *Audio Use*

Utilization of audio will be allowed if audible only within a two-foot perimeter. The units must fit on the tables provided. Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform or display any copyrighted materials including, but not limited to, music, video and software.

#### *Giveaways*

Exhibitors may provide small promotional items to distribute to anyone visiting exhibitors' booth in order to assist visitors in remembering an exhibitor or a service offered.

#### *Care of Premises*

No part of an exhibit, signs or other materials may be posted, nailed, taped or otherwise affixed to walls, doors or floor surfaces in a way that will mar or deface the premises. Exhibitors are responsible for any damage to the facility.

#### *Exhibits*

As a courtesy to attendees and fellow exhibitors, we request that all exhibits be open on time and remain staffed at all times during exhibit hours.

All exhibits must be displays that fit in the space provided and cannot exceed each 10' x 10' space. Display units may not obstruct exhibit space to the right, left or back of the booth. If there are multiple parts to the display, these must not exceed the depth of the exhibit.

#### *Mailing Exhibits*

If you need to mail your exhibits please address it to:

Governor's Summit on Workforce Solutions  
c/o Best West Ramkota  
Attn: LeAnn Miller  
800 N. Poplar Street  
Casper, WY 82601

Exhibits may be mailed one week in advance of the Summit.

#### *Installing Exhibits*

Exhibitors agree to install their exhibits within the timeframe established by Center for Training and Development at Casper College. Please check in at the registration booth located in the hotel lobby prior to setting up your exhibit. Exhibit setup times are:

Wednesday, June 16th, 2010

4:00 – 6:00 p.m.

#### *Exhibit Hours*

Exhibitors should ensure that their booth is staffed during the following times:

Thursday, June 17th, 2010

Registration	7:30 a.m. – 1:00 p.m.
Break	2:00 – 2:30 p.m.
Break	3:30 – 3:45 p.m.
Reception	5:45 – 6:30 p.m.

Friday, June 18th, 2010

Breakfast	7:30 – 8:45 a.m.
Break	9:45 – 10:00 a.m.
Break	11:00 – 11:15 a.m.
Lunch	12:00 – 2:00 p.m.

#### *Dismantling Exhibits*

Dismantling exhibits includes packing equipment, literature, display materials, graphics, giveaways, or in any way altering the appearance of an exhibit. Dismantling exhibits or “preparing to dismantle” before the Summit concludes is discouraged. Exhibit tear-down times are:

Friday, June 18th, 2010

2:00 – 4:00 p.m.

Best Western Ramkota can assist you in shipping exhibits.

#### *Cancellation Policy*

All cancellations and/or requests must be made in writing to Center for Training and Development at Casper College. Should Center for Training and Development at Casper College receive written notice of cancellation on or before June 1, 2010, the exhibitor will receive a full refund. After June 1, 2010 and on or before June 11, 2010, the exhibitor will receive a 50% refund. After June 11, 2010 no refund will be granted. Any exhibiting organization that fails to notify Center for Training and Development at Casper College, in writing, prior to the Summit of its intent to cancel is deemed a no-show. A no-show will result in no refunds being issued.

*Payment Policy*

Credit card, check, or cash payment should be received with contract for space. Payments can be made online at [www.wyowdc.org](http://www.wyowdc.org), by calling 1-800-2963 ext. 2085, or by submitting the appropriate registration form to:

Center for Training and Development at Casper College  
BU#115  
125 College Drive  
Casper, WY 82601

An exhibitor that has an outstanding balance due to Center for Training and Development at Casper College will be prohibited from exhibiting until the balance has been paid.