

2017 FALL CONFERENCE VENDOR GUIDANCE

Oshkosh Convention Center, Oshkosh, WI

Vendor Registration:	http://ezregister.com/events/20553
Full Conference Dates:	October 2-4, 2017
Conference Center Location:	Oshkosh Convention Center 2 N Main St, Oshkosh, WI 54901
Hotel Location:	Best Western Premier Waterfront Hotel 1 N. Main Street, Oshkosh, WI 54901 (920) 230-1900 <i>*please reserve rooms under 'WIPTA Conference'</i>
Vendor Expo Date:	October 3, 2017 from 1pm – 4pm
Booth Details:	10'X10' booth, includes: 8' table with white skirt, 2 folding chairs, side and back black drapes. Each table includes electricity and WIFI.
Vendor Set-up Schedule:	10/2 3pm-5pm, 10/3 8am – 12:00pm
Booth Tear Down:	All vehicles and displays to be removed after the Expo on 10/3, 4pm – 7pm
Shipping:	Hotel contact for shipping is Christy Marquardt, (920) 230-6289 or cmarquardt@bwoshkosh.com . Booth materials can be shipped to: 1 North Main Street, Oshkosh, WI 54901. Please make sure the boxes or packages are labeled with your company name, 'WIPTA Conference', Christy Marquardt and the person who will be handling the booth during the conference. Also include premade labels to ship out.
Vehicle Display:	As noted in registration, inside vehicle display space is limited to 6 vehicles. This will be accommodated on a first-come, first-served basis via the registration software. Each vendor will be limited to one vehicle indoors. No limit on vehicles displayed outdoors.
WIPTA Conference Contact:	David Vickman, GO Transit, (920)232-5341 or dvickman@ci.oshkosh.wi.us
Door Prizes:	All vendors are required to donate a door prize, minimum \$25.00 value. Required at check-in. All door prizes with a value over \$100.00 will be announced during the Vendor reception (10/3, approx. 6:30 pm).