

**WISAM 2018 Annual Conference
Vendor Registration Form**

Register online: www.wisam-asam.com

CONTACT INFORMATION (please print clearly for name badge)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

COMPANY INFORMATION (for conference materials)

Company Name: _____

Company Web Address: _____

Company Phone: _____

Companies To Avoid: _____

ON-SITE REPRESENTATIVES (two included with registration):

Name: _____

Name: _____

ADDITIONAL REPRESENTATIVES (optional)

Name: _____

Please indicate any additional needs or special assistance (dietary or physical) _____

REGISTRATION

Exhibit Display: \$1,000 Electricity: \$50

Additional Representatives: \$70/ea

METHOD OF PAYMENT

Total Enclosed \$ _____ Check # _____
(Payable to WISAM)

Visa Mastercard Discover Amex

Card Number: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

Mail To: Wisconsin Society of Addiction Medicine

563 Carter Court, Suite B, Kimberly, WI 54136

Email: WISAM@badgerbay.co • Fax: 920-882-3655

Wisconsin Society of Addiction Medicine
563 Carter Court, Suite B
Kimberly, WI 54136

Road to Recovery

The Science of Addiction
and Practical Applications

WISAM 2018 Annual Conference

September 27-29, 2018

The Pyle Center, Madison, WI

**Wisconsin Society of
Addiction Medicine**

A Chapter of the American Society of Addiction Medicine

VENDOR PROSPECTUS

EXHIBIT OPPORTUNITIES

Exhibit display registration fee of \$1,000 provides your company with:

- 6' table and two chairs
- Mention of your organization's participation in the conference materials
- Dedicated display time in exhibit hall
- Roster of attendees distributed at the time of the conference
- Complimentary continental breakfast, lunch and refreshments in the exhibit hall

DISPLAY TIMES

(times subject to change)

Thursday, September 27

7:00 am to 3:30 pm

VENDOR REGISTRATION DEADLINE

Please register by September 6, 2018 to guarantee your space and inclusion in program materials.

EXHIBIT SET UP & DISMANTLE

Exhibitors may set up on Thursday, September 27 from 6:00-7:30 am. Please do not dismantle your exhibit prior to 3:30 pm on Thursday.

REQUEST LETTERS

Request letters and W9 forms are available by contacting the WISAM office by email at WISAM@badgerbay.co.

CANCELLATIONS

Cancellations and requests for refund must be received in writing by September 6, 2018. Refunds will be subject to a \$50 administrative fee. No refunds will be issued for no-shows.

LOCATION/SHIPPING MATERIALS

Exhibit materials may be shipped to:
Attn: Callie LaPoint
UW Extension Conference Centers
702 Langdon St
Madison, WI 53706

All packages must clearly marked with, "Hold for WISAM; September 27, 2018." Also include your company's name and the total number of boxes in your shipment.

Materials should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the venue, its agents, servants and employees from any and all such losses, damages and claims.

HOTEL ACCOMMODATIONS

Rooms are available on a first come, first served basis at The Lowell Center, 610 Langdon St, Madison, WI 53703 (adjacent to The Pyle Center). A discounted rate of \$115/standard or \$124/deluxe is offered in the WISAM room block if booked prior to August 29, 2018. Book online (case sensitive) at: <http://bit.ly/wisam26sep> or call the Lowell Center at 608-256-2621 and mention group code: WISAM.

Other hotel options in the vicinity include:

The Graduate

601 Langdon Street, Madison, WI 53703
608-257-4391
<http://graduatemadison.com>

Hyatt Place Madison/Downtown

333 W Washington Avenue, Madison, WI 53703
608-257-2700
<http://madisondowntown.place.hyatt.com>

SPECIAL SET UP

If your exhibit requires additional equipment, special set up assistance, phone lines, furniture or audio-visual equipment, please contact the WISAM office. Any special arrangements are made at the exhibitor's expense.

SPECIAL ASSISTANCE

Please include any special requests (e.g. physical, dietary) on the registration form.

QUESTIONS?

Please contact the WISAM office at 920-750-7727 or WISAM@badgerbay.co with questions.

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