



## 2011 WCRIS ADMINISTRATORS CONFERENCE

### *"In This Together"*

February 18, 2011  
Bishop O'Connor Center, Madison WI

WCRIS would like to invite you to exhibit at our bi-annual administrators conference.

WCRIS is member supported and advocates for the needs of over 850 private schools in Wisconsin. Our conference provides the opportunity for private school administrators to learn, exchange ideas and to view products and services for their school. As an exhibitor you are a vital component to our conference and we are looking for exhibitors who would be interactive with our attendees. We are expecting more than 250 private school administrators to attend.

#### ***Why Exhibit?***

- \* *Exposure to decision makers in Wisconsin private schools and districts.*
- \* *Opportunity to increase your client customer base.*
- \* *Our attendees are looking for new ideas, services and products that would benefit their school.*
- \* *Meet your target audience face to face.*
- \* *Centrally located exhibit hall with a schedule allowing ample exhibit viewing time.*
- \* *Exhibitor Promotional Opportunities*

## Exhibitor Benefits

We have made every effort to afford exhibitors optimum exposure, participation and savings during their stay:

- \* **Conference schedule allowing ample time to view exhibits**
- \* **Breaks served in the exhibit hall**
- \* **Opportunity to receive attendee mailing list**
- \* **Sponsorship & Advertising opportunities**
- \* **Listing in conference brochure**
- \* **Reduced room & suite rates**

## Exhibit space includes:

- ◇ **One 6' long 2' wide table**
- ◇ **Average space is 8' x 4'**
- ◇ **2 chairs**
- ◇ **2 name badges for staff**
- ◇ **Listing on conference program**
- ◇ **Wireless internet access**
- ◇ **Electrical connections**
- ◇ **Carpeted exhibiting area**
- ◇ **Access to conference attendees**

## Tentative Exhibitor Schedule

<b>Thurs Feb 17th</b>	
Exhibitor setup	4:30-7:00 pm
<b>Friday Feb 18th</b>	
Registration & Beverages in exhibit area	8 :00-9:00 am
Breaks to view exhibits	10:00-10:30 am 2:15-2:45 pm
Lunch exhibit viewing	12:15-1:15 PM

## ***Exhibitor packages available:***

### **GOLD -\$700**

- ◆ Program Advertising-1/2 page
- ◆ Pre (2 wks) & Post Conference Attendee Mailing List
- ◆ Exhibitor Space (details above)

### **Bronze-\$400**

- ◆ Exhibitor Space (details above)

### **Silver -\$550**

- ◆ Pre (2 wks) & Post Conference Attendee Mailing List
- ◆ Exhibitor Space (details above)

## **Sponsorship Opportunities**

Sponsoring an event is a great way to publicize your product/service to conference attendees and leave a lasting impression. WCRIS welcomes assistance from our exhibitors in sponsoring this event.



## Maximize your visibility to educational leaders

Dear Exhibitor,

Enhance your exhibiting experience and increase your company's Visibility.

### **Conference Sponsor- \$1,000**

Join us in underwriting our conference as a WCRIS sponsor.

- ◆ Pre-conference (upon receipt of registration form) and post-conference acknowledgement on our website that will include your logo w/hyperlink to your Website
- ◆ Special acknowledgement will be given during Power Point presentation and opening announcements during the general assembly session..
- ◆ Full page Conference Program Advertising—8 1/2 x 11 program
- ◆ Color Logo with a thank you on front of program cover
- ◆ Post conference recognition in a newsletter sent to all WCRIS members (attending and non-attending) with your logo including hyperlink.
- ◆ A brochure (supplied by the sponsor) in our attendee folder list.
- ◆ Pre-Conference (2 weeks) and Post conference attendee mailing list
- ◆ One complimentary exhibit booth

## Prize Drawings and Promotions

Equip your booth with needed items such as giveaways, general information, and other materials for your target audience. Use a fishbowl or a basket for contact names. Exhibitors are also encouraged to have prize drawings at their booth as this is a great way to promote your company.

## Lodging information

If you need hotel accommodations while exhibiting, WCRIS has an agreement with the Radisson Hotel to receive a room at a discounted price. If you would like to take advantage of this discount, just mention you are a WCRIS participant and would like the WCRIS conference rate when making your reservations.

### Radisson

608/833-0100

517 Grand Canyon Dr., Madison WI 53719

\$89/per night

[www.radmad.com](http://www.radmad.com)

*Deadline for special room rates is January 17, 2011*

## Registration policies

The deadline for registration is 11/1/10 to ensure your company will be recognized in our printed material. Registration is given on a first come first served basis with priority of exhibit space given in order to WCRIS sponsors, Gold package, Silver package and bronze package.

## Cancellation Policy

Exhibit cancellations received on or before 11/1/10 will be subject to a \$50 cancellation fee. No refunds will be given after 11/1/10

## General Housekeeping

Exhibitors should not post, tack, nail or otherwise attach anything to the columns, walls, floors or other parts of the Bishop O'Connor Center. All printed advertising, flyers, etc. should be distributed from the exhibit booth.

## Bishop O'Connor parking directions:

When coming to the Center, as you are facing the front of the building please drive to the right side of the building and enter through the north entrance. We will have signs to help direct you

## Questions

If you have questions regarding sponsorship, exhibiting or advertising please contact Kristine Fischer at 608-204-0795 or email [wcris.staff@gmail.com](mailto:wcris.staff@gmail.com)

### 2009 Conference Exhibitors

Central Wisconsin Environmental Station  
Children's Health Education Center-BlueKids.org  
Commercial Recreation Specialists  
Common Goal Systems  
FACTS Management Company  
Foundation for Educational Services  
Groth Design Group  
Gym Boys  
Hoffman, LLC  
Holt McDougal  
Honeywell  
Hunter Systems  
InfoCor  
Ingersoll Rand  
LEAF Program  
Learning Multi-Systems  
Lee Recreation LLC  
LightSPEED Technologies, Inc  
Marshfield Book & Stationary  
Media Management & Magnetics, Inc.  
Miller & Associates-Sauk Prairie, Inc.  
Mitchell Furniture Systems  
RenWeb School Management Software  
Rowland Reading Foundation  
Sadler, Inc  
Sarget Welch-Science Kit-Wards  
State Gov-Diabetes Prevention & Control Program

ORGANIZATION (as it should appear in convention materials)

Please type or Print:

Website \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address (*required*) \_\_\_\_\_

Exhibitor Staff #1 \_\_\_\_\_

Exhibitor Staff #2 \_\_\_\_\_

Please print names as you would like them to appear on the name badge  
Additional staff—\$50/ea

Electrical outlet needed?  Yes  No Please request only if absolutely needed.

Special Requests \_\_\_\_\_  
Every effort will be made to accommodate requests, although requests cannot be guaranteed

Type of Product or Exhibit:

\_\_\_\_\_

<i>Gold Package</i>	\$700	
<i>Silver Package</i>	\$550	or <b>WCRIS Sponsor</b> \$1,000
<i>Bronze Package</i>	\$400	(includes exhibiting space)

Amount enclosed \_\_\_\_\_

Make check payable to: WCRIS

Mail Registration form and payment to WCRIS

P O Box 7035

Madison, WI 53707

Phone: 608-204-0795

Email: [wcris.staff@gmail.com](mailto:wcris.staff@gmail.com)

Payment must accompany form for registration to be complete.