

22nd Annual State Conference on
Alzheimer's Disease & Related Disorders

Exhibit Fair

Monday, May 5, 2008 • 9:45 am – 6 pm

Wyndham Milwaukee Airport

Hotel & Conference Center Milwaukee, WI

Exhibit Booths & Display Tables

The 2008 Alzheimer's Association State Conference offers 40-50 booth spaces and 10-15 table-top display areas as part of a one-day Exhibit Fair on Monday, May 5. To close the event, an all-conference reception will be featured in the Exhibit Hall from 5 – 6 pm.

Each booth is 8' D x 10' W and includes a skirted, clothed 8' table, a chair and an identification sign. Booths allow staff representatives to be present. Electricity and phone lines are available for additional fees.

Display tables measure 2' W x 8' L x 3"H. Tables are skirted. Staff are NOT allowed at these tables.

EXHIBIT FEES

Booths

\$250 – Tax-Paying Organization

\$150 – Non-Profit Organization

Display Tables Only

\$100 – Tax Paying Organization

\$ 50 – Non-Profit Organization

Please reserve space by **March 28, 2008.**

Reservations after March 28, will be assessed a \$25 late fee.

Booth or table rental does not include conference workshops and keynotes, lunch or electricity. Lunch tickets are available at \$10 each.

Ordering information for electricity, phone lines or additional supplies will be included in your confirmation packet to be sent by 4/1/08.

The Alzheimer's Association will avoid placing similar businesses together on the show floor. You will receive written notification of your booth / table location.

Wyndham Milwaukee Airport Hotel

4747 South Howell Avenue

Milwaukee, WI 53296

1.800.558.3862

Questions? Contact the conference planner by e-mail at kathy.davies@alz.org or 715/344-2929.

Space is Limited.

Make your reservations early!

Monday's Conference Agenda

Monday, May 5, 2008

8 – 10 am	Exhibit Fair Set-Up
8:30 am	Conference Opens
9:45 am	Refreshment Break
9:45 am	Exhibit Fair Opens
10:15 am	Eight Concurrent Workshops
11:45 am	Conference Luncheon
1:15 pm	Exhibit Fair Viewing
1:45 pm	Eight Concurrent Workshops
3:00 pm	Refreshment Break
3:15 pm:	Eight Concurrent Workshops
5 - 6 pm	Conference Reception in Exhibit Hall

Exhibit Fair Set-Up Times

Monday morning, May 5: 8:00 – 9:45 am

All exhibits must be in place by 9:45 am on Monday, May 5, and remain in place until 6 pm.

Exhibit Guidelines

1. You may purchase more than one booth or table.
2. Display tables are for display purposes only. Staff will not be allowed at these tables.
3. In fairness to all, we will enforce sound levels at a normal voice level to not interfere with others.
4. Exhibitors may provide complimentary token gifts. These gifts should be minimal value and should be related to the exhibitor's business or industry. The conference planning committee reserves the right to review and disapprove any gifts or information the exhibitor plans or gives out.
5. Exhibitors shall not injure or deface the walls or floors of the building or the tables. When damage appears, the exhibitor is liable to the owner of the property. The hotel DOES NOT allow the use of tape on the walls.
6. Finally, the Alzheimer's Association Wisconsin Chapter Network shall not be liable for any injury to any exhibitor or loss or damage from any cause to the exhibitor's property or person. The exhibitor agrees to indemnify the above named party against and hold it harmless from any claims arising out of negligence of the exhibitor, its agents, volunteers, appointees or employees.