

Welcome to the Wisconsin Head Start Association (WHSA) 2025 Conference. These guidelines are designed to ensure a successful and compliant experience for all exhibitors. Please read this document carefully as it forms part of your exhibitor contract.

For any questions or clarifications regarding these guidelines, please contact:

J Nadolski WHSA Exhibit Coordinator

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EXHIBIT SETUP & BREAKDOWN

- * Setup: Sunday, February 23, 2025 (4-7pm) and Monday, February 24, 2025 (after 7am)
- * All exhibits ready by: Monday, February 24, 2025, 9am
- * Breakdown: Not before Tuesday, February 25, 2025, 3:30pm
- * Complete removal by: Tuesday, February 25, 2025, 6pm

EXHIBIT HOURS

- * Monday, February 24, 2025: 9am-7pm
- * Tuesday, February 25, 2025: 9am-5pm

BOOTH SPECIFICATIONS

- * 8-foot-high back wall drapes
- * 3-foot-high side divider drapes
- * One 8-foot table included
- * Additional tables: \$50 each (specify in application)
- * Exhibits must fit within 8-foot booth space
- * Ensure clear view of neighboring exhibits

USE OF SPACE

- * Confine all activities to assigned booth
- * No subletting without WHSA consent
- * Distribute materials only within assigned space
- * Only assigned exhibitors may conduct business in exhibit area

Exhibitors must comply with all national, state, and local laws regarding promotions, especially those that could be considered lotteries. WHSA is not responsible for exhibitors' promotional activities.

LIABILITY AND INSURANCE

Liability limitations:

- * WHSA, Valley Expo and Displays, and Kalahari are not responsible for exhibitor property damage or loss due to theft, strikes, fire, water, storm, vandalism, or other causes, except in cases of their own negligence.
- * These organizations will take reasonable precautions to protect exhibitors from loss.

Recommended insurance:

- * Exhibitors should obtain floater insurance to cover; a) Exhibit materials against damage and loss b) Public liability for personal injury and property damage

Legal compliance:

- * Exhibitors must know and follow all local laws, ordinances, and regulations related to: a) Health b) Fire prevention c) Public safety
- * Compliance is mandatory and solely the exhibitor's responsibility

SAFETY & COMPLIANCE

- * All decorations must be flame-resistant
- * Electrical wiring must meet safety codes
- * WHSA may cancel non-compliant exhibits
- * Audio-visual plans require WHSA approval
- * No storage of empty boxes/crates in visible areas
- * No damaging building or equipment

EXHIBIT RESTRICTIONS AND EVICTION POLICY

WHSA's rights:

- * WHSA can restrict or prohibit exhibits that: a) Are excessively noisy b) Use problematic methods or materials c) Become objectionable for any reason d) May distract from the overall exhibit

Scope of restrictions:

- * This policy applies to: a) People b) Objects c) Conduct d) Printed materials e) Anything WHSA deems objectionable

Financial consequences:

- * If WHSA restricts or evicts an exhibit: a) No refunds will be given for rental fees or other expenses b) WHSA will keep all deposit money

Contract breach:

- * If an exhibitor fails to fulfill their contract, WHSA retains all deposits

EVENT CANCELLATION AND FINAL PROVISIONS

If the event is cancelled:

- * The exhibitor's lease for space will be terminated
- * WHSA will return all deposits and rental fees paid by the exhibitor
- * Once fees are returned, WHSA has no further liability

Contract integration:

- * These regulations are part of the contract between the exhibitor and WHSA
- * They are designed to benefit all parties involved

Exhibitor cooperation:

- * WHSA requests that all exhibitors fully comply with these regulations

Unforeseen circumstances:

- * For any situations not covered by these regulations, WHSA (as the event manager) will make the final decision