

# Plan Now to Exhibit at the 2020 WUMFA Annual Convention



**"GAME SHOW FLORAL"** and Trade Show happens the weekend of March 27-29, 2020 at the Radisson Hotel & Conference Center in Green Bay, Wisconsin. The weekend includes Friday night opening reception, Saturday evening recognition banquet, plus **2 hours** Saturday and **1 hours** Sunday of **non-conflicting trade show shopping time!**

WUMFA depends on your support to help bring education to the industry. Education is key for operating a successful business. Successful businesses in turn become important customers. By exhibiting at **"GAME SHOW FLORAL"** you not only reach potential customers, you advance our industry by providing education.

## Exhibitor Quick Facts:

<b>Booth Cost:</b>	\$495 member, \$595 non-member (8' deep x 10' wide)
<b>Booth Includes:</b>	2 weekend passes (additional passes \$30ea.), carpet, 2 chairs, 1 - 8' banquet table, sign and black pipe & drape.
<b>Electrical Service:</b>	\$69 per booth (Included with Gold and Silver Sponsorship Package)
<b>Booth Set-Up:</b>	Friday, March 27 from Noon - 5:30pm & Saturday, March 28 from 6:30am - 7:30am
<b>Trade Show Hours:</b>	<b>Friday, March 27; 6:00pm - 8:00pm Reception &amp; Shopping</b> <b>Saturday, March 28; 7:30am - 6:00pm</b> <i>(Includes 2 hours Tradeshow Shopping Only Time - No Other Scheduled Events)</i> <b>Sunday, March 29; 7:30am - 2:30pm</b> <i>(Includes 1 hour Tradeshow Shopping Only Time - No Other Scheduled Events)</i>
<b>Best Booth Award:</b>	Winner receives award and acknowledgement in <i>The Professional Florists</i> magazine
<b>Hotel Reservations:</b>	\$99 plus taxes - (800) 333-3333 or contact the Hotel direct at (920) 494-7300 (Mention WUMFA prior to 3/5/20, price includes complimentary breakfast)
<b>Advertising:</b>	<i>The Professional Florist</i> magazine call Rod at (517) 253-7730
<b>Advertising:</b>	Program ads \$300 full page, \$200 ½ page, \$100 ¼ page
<b>Projected Attendance:</b>	200 +
<b>Radisson Hotel:</b>	<a href="http://www.radisson.com/green-bay-hotel-wi-54313/greenbay">http://www.radisson.com/green-bay-hotel-wi-54313/greenbay</a>
<b>Airport Code:</b>	GRB

## 2020 WUMFA EXHIBITOR SPONSORSHIP OPPORTUNITIES!

### Gold Sponsor Package

**\$1199**

(\$1773 Value SAVE \$574)

- Business Card all 6 issues
- Professional Florist mag. \$150
- Link on [www.wumfa.org](http://www.wumfa.org) HOME page \$600
- Convention Booth \$495
- Full Page Convention Program Ad \$300
- 2 Extra Passes \$60 (4 total)
- Electricity in Booth \$69
- 2020 WUMFA membership \$99

### Silver Sponsor Package

**\$999**

(\$1443 Value SAVE \$444)

- Business Card all 6 issues
- Professional Florist mag. \$150
- Link on [www.wumfa.org](http://www.wumfa.org) SPONSOR page \$300
- Convention Booth \$495
- Full Page Convention Program Ad \$300
- 1 Extra Pass \$30 (3 total)
- Electricity in Booth \$69
- 2020 WUMFA membership \$99

### Bronze Sponsor Package

**\$799**

(\$1044 Value SAVE \$245)

- Business Card all 6 issues
- Professional Florist mag. \$150
- Link on [www.wumfa.org](http://www.wumfa.org) SPONSOR page \$300
- Convention Booth \$495
- 2020 WUMFA membership \$99

**All booths are 10' wide by 8' deep and include an 8' tall back wall and 3' tall sidewalls.  
All booths are separated by black pipe and drape.**



**2020 WUMFA Annual Convention**  
**"GAME SHOW FLORAL"**  
**March 27 – 29, 2020**  
**Radisson Hotel & Conference Center Green Bay, WI**  
**EXHIBITOR CONTRACT**

The Wisconsin & Upper Michigan Florists Association (WUMFA) hereby leases to:

Firm Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone #: \_\_\_\_\_

Email \_\_\_\_\_ Website: \_\_\_\_\_

Booth Location/Number(s): 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Would you like an 8' table in your booth? \_\_\_\_\_ Yes \_\_\_\_\_ No

For the purpose of exhibiting and otherwise advertising the product lines listed on this contract. When choice is not available, you will be assigned to a booth location. For and in consideration of the lease, (firm name) \_\_\_\_\_ hereby agrees to pay to the order of WUMFA, the sum of \$ \_\_\_\_\_ which covers the booth space rental for the entire period of the convention. This includes Full Convention weekend pass registration for two representatives for each booth. The above firm also agrees to have booth fully set up by 7:30am on Saturday, March 28, 2020. Furthermore, the firm will NOT remove, package, prepack or do any other form of dismantling in its booth(s) until after 2:30p on Sunday, March 29, 2020.

**BOOTH PRICES:**

**\$495 WUMFA MEMBER (8' x 10')**

**\$595 NON-MEMBER (8' x 10')**

Purchase of one booth: full payment due with contract. Two or more booths: 50% deposit required to hold spaces.

Balance due no later than Friday, January 24, 2020.

**SPACE RESERVATION & CANCELLATION POLICY:**

If cancellation of WUMFA Trade Show space(s) is received by: January 24, 2020 - Advance payments will be refunded less a 15% administration fee based on the total reserved space. After January 24, 2020 - NO REFUND unless WUMFA can resell the space(s). If resold, a 50% refund will be paid on the resold portion.

**SIGNS:** Exhibitors will receive a sign with company name (as stated above) and booth number.

**PRODUCT/SERVICE:** List the product or service that you will feature in your booth(s).

**NAME BADGES:** List the names of the individuals who will be working in the exhibit area. Two weekend passes included per booth. Additional Full Convention weekend passes are available at \$30 each. Please print first and last name's as they are to appear on the badge.  
PLEASE PRINT - Separate names using a comma.

**NAMES FOR BADGES:** \_\_\_\_\_

**By signing below, I agree to the terms and conditions on the following page:**

\_\_\_\_\_  
Authorized Firm Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**COMPLETE AND RETURN WITH PAYMENT TO:**

WISCONSIN & UPPER MICHIGAN FLORISTS ASSOCIATION

P. O. Box 67, 1152 Haslett Rd.

Haslett, MI 48840

Phone (517) 253-7730 / Fax (517) 575-0115

**PAYMENT INFO:** (circle one) Check# \_\_\_\_\_ Visa MC Amex Discover

\_\_\_\_\_  
Credit Card number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
CVC Code

**LIABILITY:** The Wisconsin & Upper Michigan Florists Association shall not be responsible for any loss, damage or injury that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the Exhibit Contract; and the Exhibitor, in signing the Contract, expressly releases the Wisconsin & Upper Michigan Florists Association from, and agrees to indemnify same against any and all claims for such loss, damage, or injury. Any damages to the building due to carelessness of the Exhibitor must be paid for by the Exhibitor causing it. Also, the Wisconsin & Upper Michigan Florists Association shall not be responsible for any damage to the Exhibitor's business for failure to hold events as scheduled. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the Radisson Hotel and agrees to indemnify, defend and hold harmless the Group, the Radisson Hotel and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Radisson Hotel premises excluding any liability caused by the negligence of the Group or the Radisson Hotel or its owners, servants, agents, and employees. The Exhibitor understands that neither the Group nor the Radisson Hotel maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance. It is the Group's responsibility to adhere to local fire codes and have the proposed floor plan approved by the local fire Marshal. The Radisson Hotel requires receipt of the approved floor plan 60 days prior to the Show. The Exhibitor agrees to abide by the following rules and regulations for the Trade Show. Any deviation, without the express permission of WUMFA, may result in removal from the show and loss of any monies paid.

**RULES AND REGULATIONS:**

1. Booths will be fully set up and ready for business by 7:30am Saturday, March 28, 2020.
2. No part of the booth will be packaged, pre-packed, removed nor will any other form of booth dismantling be allowed prior to Sunday, March 29, 2020 at 2:30 pm. If this rule is broken the Exhibitor will lose booth selection privileges for the next year.
3. Behavior in a disorderly, abusive or other manner not generally acceptable to the general public won't be permitted.
4. The firm or individual's whose name appears on this contract takes responsibility for any and all individuals representing the company or himself while at the Trade Show.
5. Booth displays with sides over 3' in height may not extend more than 4' from the back drape/wall. Special arrangements can be made for displays not meeting these criteria.
6. **Sales representatives not participating in the Trade Show may not solicit on the convention property or attend the show.**
7. Upon directive of the Fire Marshal, all freestanding display units must be kept exactly within space allowed. NO EXCEPTIONS. They must be made of sturdy materials that will not tip over easily. Exhibit booths posing any potential accident hazards to our show guests will be removed from the show upon request of show management.
8. Booth floor space is separated with pipe and drape. Please take into consideration the width of your shelving units as these cut down on your selling floor space. All merchandise and display items must be kept within your rented space. Items extending into the aisle space will be moved or removed by the show management.
9. Do not ship materials to WUMFA. **All pre-show shipments must go through the Radisson Hotel & Conference Center.**

**PRE-SHOW SHIPMENTS:**

Radisson Hotel & Conference Center Green Bay 2040 Airport Drive, Green Bay, WI 54313

Contact Name: Jen Peterson (Catering/Convention Services Manager) T:(920) 405-6404 F:(920) 429-2394 E: [jen.peterson@rhccgb.com](mailto:jen.peterson@rhccgb.com)

**EXHIBIT SET-UP:**

**Friday, March 27, 2020 from Noon to 6:00pm & Saturday, March 28, 2020 from 6:30am - 7:30am**

All booths must be set by **7:30am Saturday, March 28, 2020** for cleaning of the Exhibit Hall.

**EXHIBIT TEARDOWN:**

Sunday, March 29, 2020 from 2:30pm to 5:30pm. Teardown is prohibited prior to 2:30pm.

**TRADE SHOW HOURS:** Friday, March 27; 6:00pm - 8:00pm (*Tradeshow Reception*)

Saturday, March 28; 7:30am - 6:00pm (*Includes 2hrs Tradeshow Shopping Only Time – No Other Scheduled Events*),

Sunday, March 29; 7:30am - 2:30pm (*Includes 1hr Tradeshow Shopping Only Time – No Other Scheduled Events*)

**BOOTH FURNISHINGS:**

**Each 8' x 10' booth will be carpeted and include two chairs, one 8' banquet table, one identification sign and black pipe and drape.**

**EXHIBIT REGULATIONS:**

The height of each exhibit is not to exceed 12' at the peak. Side walls over 3' in height may not extend further than 4' from the back wall of the exhibit space. Special arrangements can be made for exhibits exceeding these dimensions. All merchandise and display items must be kept within your rented 10' x 8' space. Items extending into the aisle space will be moved or removed by the show management. Each exhibitor must agree to set up a display in keeping with the standards of quality with other exhibitors. All exhibits must comply with regulations of the Radisson Hotel & Conference Center. Fire exits must be kept open. The individual exhibitor, not WUMFA, will be liable for violations of any fire regulations.

**DIRECT SELLING:**

**Exhibitors are allowed to sell merchandise from their booths.** The Wisconsin & Upper Michigan Florists Association will not be responsible for any merchandise lost or stolen from any booth or exhibit. Exhibitors are responsible for securing their merchandise and staffing their booth during trade show hours.

**HOTEL RESERVATIONS:**

\$99 plus taxes – Call (800) 333-3333 or contact the Hotel direct at (920) 494-7300

(Mention WUMFA prior to 3/5/20 for group rate, price includes complimentary breakfast)

**If you need further assistance please call the WUMFA office at (517) 253-7730 M-F 8:30am - 4:30pm EST, or check our website at [www.wumfa.org](http://www.wumfa.org).**