

# *Wisconsin Athletic Directors Association*

October 18, 2005

To: WADA Exhibitors  
From: Brad Nemec  
Re: WADA Workshop November 6-7, 2005

Just a short note with a few housekeeping items before the start of the fall workshop.

This is your confirmation letter and booth assignment. There has been some moving and renumbering of booths, so review the enclosed updated floor plan. Also please review the listing of your vendors, and the company information for corrections. You need to make these by Wednesday October 26<sup>th</sup>. We will print name tags on Friday the 28<sup>th</sup>.

I have listed some reminders and a time schedule for your convenience.

1. Exhibit area opens at **2:00 PM** Sunday afternoon for setup
2. You should be set up and ready to display by **7:15PM**.
3. You need to set up your display so you are in the allotted space you cannot use the isles for storage or display of products.
4. You cannot have your suite or private hospitality rooms open during exhibit hours. We ask that you conduct your business in the exhibit area whenever possible.
5. The exhibit area will close at **10:00 PM** on Sunday night. We will **not** be introducing vendors at the opening session as we have in past years. There will be security on duty Sunday evening.
6. Hours of exhibiting will be **Sunday 7:30-10:00 PM**  
**Monday - 7:30 AM – 12:30 PM**  
**We will have refreshments courtesy of Meca Sports and door prize drawings will be held during the Sunday evening session.**
7. If you have a door prize to give away and there were not cards in your envelope, please check at the registration desk in the entry to the Expo Center.

If you will not need a table in your booth please call and let me know in advance as it is difficult on Sunday removing and storing tables. If you have any questions, please call or fax me at 715-247-5552 or fax 715-247-3368. If you have any name changes or additional names please call them in by 10-26.

New this year is the **VENDOR CHECK-OFF SHEET**; a sample will be enclosed with your packet at registration. The purpose of the check-off sheet is to encourage the workshop attendees to visit the Vendor Area. Your cooperation will be needed in order to make this work. You will also receive a Red Sharpie Marker in your registration packet. When a workshop attendee visits your booth please initial their card. The attendee with the most visits will receive a cash prize. Your feedback following the workshop on this idea will be greatly appreciated.