

## Vendor Registration

### Contact Information (to receive confirmation):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Company Information (for conference materials):

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Company Web Address: \_\_\_\_\_  
Company Phone: \_\_\_\_\_

### Vendor Booth Information:

Companies to Avoid: \_\_\_\_\_  
\_\_\_\_\_

### On-Site Representatives (List name(s) as you would like them to appear on name badges:

1. \_\_\_\_\_  
2. \_\_\_\_\_

Will you be attending the reception at the end of the conference?  Yes  No

### Requests for special dietary or other accommodations:

\$3,000 - Gold  \$1,500 - Silver  
Electricity Required:  Yes  No

**Method of Payment** WSPS's Tax ID number is 20-4470800

**Total Enclosed \$** \_\_\_\_\_

Check (Payable to WSPS)  
 Visa  Mastercard  Discover  Amex  
Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Wisconsin Society of Plastic Surgeons

563 Carter Court, Suite B, Kimberly, WI 54136  
Fax 920-882-3655 | Email WSPS@badgerbay.co

Wisconsin Society of Plastic Surgeons  
563 Carter Court, Suite B  
Kimberly, WI 54136



## 2018 Annual Conference

# Wisconsin Society of Plastic Surgeons

Friday, April 20, 2018

Marriott Milwaukee West  
Waukesha, WI



VENDOR PROSPECTUS

## VENDOR OPPORTUNITIES

### **\$3,000 - Gold Sponsor** (limited availability)

Includes:

- Two (2) display tables with high visibility in vendor hall
- Recognition as Gold Sponsor in conference program
- Participation by up to four representatives at post-conference reception

### **\$1,500 - Silver Sponsor**

Includes:

- One (1) display table in the vendor hall
- Recognition as Silver Sponsor in conference program
- Participation by one representative at post-conference reception

All vendors are invited to enjoy the continental breakfast, lunch and snacks with the meeting attendees. Join attendees at the post-event social and reception.

## **SCHEDULE** (subject to change)

### **Thursday, April 19**

4:30 - 6:30 pm - Vendor set up

### **Friday, April 20**

6:30 – 7:30 am - Vendor set up

7:30 am – 6:30 pm - Vendor hall open

5:00 – 6:30 pm - Networking reception

Vendors may dismantle either before or after the reception, but no earlier than 3:30 pm.

## REQUEST LETTERS

WSPS's Tax ID number is 20-4470800. Request letters and W9 forms are available by contacting the WSPS office by email at [WSPS@badgerbay.co](mailto:WSPS@badgerbay.co).

## LOCATION / SHIPPING INFORMATION

Exhibit materials may be shipped to:

Marriott Milwaukee West  
W231N1600 Corporate Ct  
Waukesha, WI 53186

All packages must clearly marked with, "Hold for WSPS, April 19, 2018." Also include your company's name and the total number of boxes in your shipment. Materials should be received no earlier than three (3) business days prior to the conference, or surcharges will apply. Coordination and fees related to shipping of exhibit materials to and from the conference are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

## HOTEL ACCOMMODATIONS

Reserve your overnight accommodations before April 5, 2018 to receive the WSPS group rate of \$129. Call the Marriott directly at 877-651-7666 and request the WSPS 2018 Conference room block.

## REGISTRATION DEADLINE AND CANCELLATIONS

To ensure your company will be recognized in printed materials, please register prior to April 5, 2018. Cancellations and requests for refund must be received in writing by April 5, 2018. Refunds will be subject to a \$50 administrative fee. No refunds will be issued for no-shows.

## SPECIAL SET UP

If your exhibit requires additional equipment, special set up assistance, phone lines, furniture or audio-visual equipment, please contact the WSPS office. Any special arrangements are made at the vendor's expense.

## SPECIAL ASSISTANCE

Please include any special requests (e.g. physical, dietary) on the registration form.

## QUESTIONS?

Please contact the WSPS office by phone at 920-750-7721 or by email at [WSPS@badgerbay.co](mailto:WSPS@badgerbay.co) with questions.

Mail your completed registration form into the office, or register online at [www.WISocietyPlasticSurgery.com](http://www.WISocietyPlasticSurgery.com)