



**West Virginia  
Educational  
Leadership Summit:  
Promoting Excellence**



**November 13-15, 2016  
The Greenbrier Resort, White Sulphur Springs, WV**

**VENDOR REGISTRATION AND AGREEMENT FORM  
West Virginia Association of Elementary and Middle School Principals &  
West Virginia Secondary Principals Association Conference**

Company Name		
Primary Contact Person		
Title of Display		
Representative(s) in Charge of Display at Conference		
Mailing Address		
City	State	ZIP
Phone Number	Cell Phone Number	Fax Number
E-mail	Website URL	
Number of Displays Needed: _____ @ 300 each		Amount to be billed: \$
<p>Vendors will be billed at the rate of \$300 per display. Payment must be received no later than November 1, 2016. Payment can be made by check payable to the WVAEMSP or online by credit card choosing the vendor registration option (see next page for address)</p>		
ELECTRICAL OUTLET NEEDED?                      Yes_____      No_____		
MATERIALS TO BE DISPLAYED AT CONFERENCE (Description of products)		
Targeted Grades: <input type="checkbox"/> PreK-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> Postsecondary <input type="checkbox"/> Other: _____		
Name of Authorized Representative		Title
Authorized Signature		Date

## VENDOR REGISTRATION INFORMATION

**Selection Process** – Selection of vendor displays will be based on relevance to the theme of the conference and date of receipt of the completed Vendor Registration and Vendor Agreement Forms.

**Rate** – The rate per display area is **\$300**. All exhibit space must be paid prior to November 1, 2016. Each vendor display is a table-top arrangement consisting of 1 (one) 6-foot exhibit table and one chair.

**Exhibition Hours** - Vendors move-in will take place on Sunday, November 13, between 7 p.m. – 9 p.m. and on Monday morning, November 14, from 7:00 a.m. – 8:30am a.m. Exhibits will be open Monday, November 14, 2015 from 9:00 a.m. to 4:00 p.m. (including a lunch), and Tuesday, November 15 from 7:00 a.m. to 12:00 p.m. Vendors will have until 3:00 p.m. on November 15 to remove all materials from the Display Area.

**Cancellation Policy** – Vendor display fee is non-refundable. A 100 percent cancellation fee will be charged for this event.

**Inquiries** – For inquiries regarding payment, contact Dr. Mickey Blackwell, Executive Director, at [mblackwell1@wvstateu.edu](mailto:mblackwell1@wvstateu.edu). For other inquiries please contact Dr. Sara Stankus, President WVAEMSP at [sstankus@k12.wv.us](mailto:ssankus@k12.wv.us)

## VENDOR AGREEMENT

### **Management Rights:**

Management reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character of the Conference.

### **Care of Building and Equipment:**

Vendors or their representatives must not injure or deface the walls of the building, the displays, or the equipment of the display. If any damage occurs, the exhibitor is liable to the owner of the property damaged. All materials used in the decoration must be flameproof.

### **Use of Space:**

All demonstrations or other promotional material or activities must be confined to the limits of the exhibit booth.

### **Security:**

The vendor is solely responsible for his/her own exhibit material and should insure against loss or damage. The WVAEMSP or WVASSP is not responsible for such loss or damage. Please secure all items of value. All property of the vendor is understood to remain in his/her care, custody and control in transit to and from, and within the confines of the exhibit area.

Please return this **Vendor Registration and Agreement Form** to:

**Dr. Mickey Blackwell**  
**WVAEMSP**  
**Box 4785**  
**Charleston, WV 25364**  
**Email: [Mblackwell1@wvstateu.edu](mailto:Mblackwell1@wvstateu.edu)**