



**West Virginia  
Leaders of Education  
Conference  
2018**



**December 2-4, 2018  
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: _____ @ \$400 each		Amount to be billed: \$
<p>Vendors will be billed at the rate of \$400 per display. Payment must be received no later than November 1, 2018. 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 **\$400**. All exhibit space must be paid prior to November 1, 2018. Each vendor display is a table-top arrangement consisting of 1 (one) 6-foot exhibit table and two chairs. Vendors may sign up before June 1 for a rate of \$350 per table.

**Sponsorship**—Many vendors wish to sponsor an activity at the conference. For sponsorship opportunities, contact Dr. Mickey Blackwell, Executive Director, at [mblackwell@wvprincipals.org](mailto:mblackwell@wvprincipals.org)

**Exhibition Hours** - Vendors move-in will take place on Sunday, December 2, 2018, between 1 p.m. – 6 p.m. and on Monday morning, December 3, from 7:00 a.m. – 8:30am a.m. Exhibits will be open Monday 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 December 4th 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.

**Banquet Fee**--The conference includes a Greenbrier resort banquet on Monday evening. Vendors may attend the banquet for a \$40 per person fee.

**Inquiries** – For inquiries contact Dr. Mickey Blackwell, Executive Director, at [mblackwell@wvprincipals.org](mailto:mblackwell@wvprincipals.org).

## 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. 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.

**Rooms:** Single or Double, if both are Vendors, (includes Continental Breakfast) \$195.00. A double room will be \$223.00 if one occupant is a spouse, etc. (Includes Continental Breakfast for the attendee), not including taxes and historical fee. Parking is free unless you choose Valet parking which is \$25. This room rate includes the resort amenities included in the resort fee: The Casino Club including a free champagne toast each evening plus entertainment, free morning coffee, afternoon tea, hotel tours, indoor pool, fitness center, free first run movies each night, free morning newspaper, free wireless internet Please contact our dedicated line at The Greenbrier (866-684-6875) to reserve your rooms.

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

**Dr. Mickey Blackwell**

**WVAEMSP**

**Box 4785**

**Charleston, WV 25364 and/or**

**Email: [Mblackwell1@wvstateu.edu](mailto:Mblackwell1@wvstateu.edu)**