



**West Virginia
Leaders of Education
Conference
2023**



**December 3-5, 2023
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, 2022. 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 30 for a rate of \$350 per table. Only fifteen vendors will be allowed to display in 2023. You may also sign up for more than one table if needed

Sponsorship—Many vendors wish to sponsor an activity at the conference. For sponsorship opportunities, contact Dr. Mickey Blackwell, Executive Director, at mblackwell@wvprincipals.org

Exhibition Hours - Vendors move-in will take place on Sunday, December 3, 2023, between 1 p.m. – 6 p.m. and on Monday morning, December 4, 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, December 5 from 7:00 a.m. to 12:00 p.m. Vendors will have until 3:00 p.m. on December 5th to remove all materials from the Display Area. Vendors are welcome to attend speaker presentations and free receptions. Attendance at Conference Banquet is \$55 per person.

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 \$55 per person fee.

Inquiries – For inquiries contact Dr. Mickey Blackwell, Executive Director, at 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: *Traditional rooms starting at \$225 plus resort fee, taxes and Historic Preservation Fund (HPF). Parking is free unless you choose Valet parking which is \$25. The resort fee includes the following resort amenities: The Casino Club including a free champagne toast each evening plus entertainment, free morning coffee, afternoon tea, hotel tours, indoor pool, fitness center, free movies each night, 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