



# WISCONSIN ARBORIST ASSOCIATION INC.

PO Box 189 · Eagle, WI 53119-0189

Dear Exhibitor,

The Wisconsin Arborist Association (WAA), a Chapter of the International Society of Arboriculture (ISA), strongly believes that familiarity with the improvements and advances in arboriculture equipment, supplies, and services is essential to remain current within the arboricultural profession. The **2022 WAA/WIDNR Annual Conference** in Green Bay, WI on February 20-22, 2022 can offer you the opportunity to exhibit your products or services to over 500 professionals from Wisconsin and the Midwest.

The WAA takes the health and safety of its membership, conference attendees, speakers and exhibitors seriously. We will be adhering to all current CDC guidelines along with following Hyatt/KI Convention Center guidelines. We will have hand sanitizing stations and masks available. Event spaces will be professionally disinfected each evening. Seating will be arranged to encourage social distancing. In addition, food will be served in accordance with CDC guidelines, i.e., individually packaged or served by professional food staff.

**A negative COVID test will be required** of all in-person attendees regardless of vaccination status. All conference attendees are required to show documentation of a negative viral test result taken within 72 hours of arrival to the conference. If you recently recovered from COVID-19, you may instead travel with documentation of recovery from COVID-19 (i.e., your positive COVID-19 viral test result on a sample taken no more than 90 days before the conference and a letter from a licensed healthcare provider or a public health official stating that you were cleared to attend). A COVID symptom and contact health screening will also be required to attend the conference.

**Facemasks will be required** in all areas of the Hyatt and the KI Convention Center. We will have limited capacity at the KI Convention Center with the maximum number of registrants set at 462 attendees (not including exhibitors). Because of space limitation in the Ballroom, we will be providing lunch to all exhibitors on Monday and Tuesday in the Exhibit Hall for your convenience. **The WAA will not have the capacity to police or enforce any safety protocols. All participants will depend solely on the goodwill and professionalism of our membership to follow safety protocol and protect one another.**

Please consider this invitation and the enclosed information concerning the functions of the conference as an opportunity to promote your products and services. If you are not a WAA Member, it is to your advantage to become one. Only one member of your organization needs to be a WAA Member (\$45 for a one-year membership), to qualify you for the member pricing.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,

Todd Haefke  
WAA Exhibitor Chair  
(847) 845-0771  
[haefke82@att.net](mailto:haefke82@att.net)

TO IMPROVE THE PRACTICE OF ARBORICULTURE AND INCREASE PUBLIC APPRECIATION OF TREES AND URBAN FORESTS



# WISCONSIN ARBORIST ASSOCIATION INC.

PO Box 189 • Eagle, WI 53119-0189

58<sup>th</sup> WAA ANNUAL CONFERENCE – February 20-22, 2022  
Hyatt on Main and KI Convention Center – Green Bay, WI

## EXHIBIT HALL SCHEDULE

Sunday, February 20 – 9:00 a.m. to 5:00 p.m. – Exhibit Setup

**NOTE: Large equipment must be in by 5:00 p.m.**

Monday, February 21

7:30 a.m. – 8:30 a.m. Continental Breakfast with Exhibitors – Exhibit Hall

10:15 a.m. – 10:45 a.m. Break with Exhibitors – Exhibit Hall

12:00 p.m. – 1:00 p.m. Lunch – Exhibit Hall

2:45 p.m. – 3:15 p.m. Break with Exhibitors – Exhibit Hall

4:00 p.m. Exhibit Hall closed/ WAA Business Meeting

5:30 p.m. – 9:00 p.m. **Blue Light Special/Social with Exhibitors** – Exhibit Hall

Tuesday, February 22

7:30 a.m. – 8:30 a.m. Continental Breakfast with Exhibitors – Exhibit Hall

10:00 a.m. – 11:00 a.m. Break with Exhibitors – Exhibit Hall

11:00 a.m. Exhibit Hall Breakdown Starts (**overhead doors cannot be opened until 12:00 p.m.**)

12:00 p.m. – 1:00 p.m. Lunch – Exhibit Hall

3:00 p.m. Exhibit Hall vacated

EXHIBIT BOOTH SIZE: 8ft. X 10 ft.

LAYOUT OF EXHIBIT AREAS: See attached diagram (subject to change if necessary)

ACCESS: See attached diagram

ELECTRICITY: Available in all booths at a cost of **\$80 per outlet**

FURNITURE: 1 sign, 1-3ft. x 8ft. table, 1 chair, 1-8ft. back drop curtain, 2-3ft. side curtains

LUNCHEON: Included with exhibitor fee

SOCIAL WITH EXHIBITORS: Included with exhibitor fee (**2 people per booth**)

JANITORIAL SERVICES: Included with exhibitor fee

HOTEL ROOM: Not included with exhibitor fee (Hotel reservations at Hyatt must be made no later than **Jan. 29, 2022**)

COSTS:

**WAA Members** - \$600.00

2<sup>nd</sup> Additional 8ft. x 10ft. booth at \$325/booth, 3<sup>rd</sup> & 4<sup>th</sup> Additional booths at \$175/booth

**Non-Members** - \$720.00

2<sup>nd</sup> Additional 8ft. x 10ft. booth at \$325/booth, 3<sup>rd</sup> & 4<sup>th</sup> Additional booths at \$175/booth

We ask that your registration form be returned by January 29, 2022.

Please register early, especially if you need multiple booth spaces!

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Booth locations and prices are as indicated on Exhibit Hall Diagram and Schedule.  
Spaces will be assigned on a first-come, first-served basis.

**PAYMENT:** payment in full must be submitted with signed contract to reserve your space. Space cancellation deadline is fourteen (14) days prior to first day of conference.

**INSTALLATION OF EXHIBITS:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything proper for the protection of the building equipment, or furniture therein, will be at the expense of the exhibitor. All exhibits and displays must be installed prior to the start of the conference. Those displaying large equipment cannot remove same from exhibit area until the conclusion of the conference.

**RESTRICTIONS:** The WAA reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason, become objectionable. Exhibitors are responsible for complying with all appropriate fire codes.

**CONTRACT FOR SPACE:** The signed contract and formal notice of booth and equipment display assignments constitutes the completed agreement for the right to use space. In the event of fire, strike, or other circumstances beyond the control of the WAA, the contract shall not be binding. The WAA reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference.

**LIABILITY:** Neither the Wisconsin Arborist Association nor any member of the conference committee will be responsible for any injury, loss or damage that may occur to the exhibitor, nor to the exhibitor's employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the exhibit contract. This includes the period of storage, prior to and following, the conference. The exhibitor, on signing the contract, expressly releases the above-mentioned Association, individuals, or committee from any and all claims for such loss, damage, or injury.

**USE OF SPACE:** All demonstrations must be confirmed to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of the Association.

These rules and regulations become part of the contract between the exhibitor and the Wisconsin Arborist Association. They have been formulated in the best interest of the exhibitor. The WAA promises its full cooperation for a successful conference and will be pleased to work with the exhibitors toward this end.

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# EXHIBITOR REGISTRATION FORM

58<sup>th</sup> WAA ANNUAL CONFERENCE – February 20-22, 2022 - KI convention Center – Green Bay, WI

\*PLEASE RETURN WITH REMITTANCE NO LATER THAN FEBRUARY 1, 2022

## CONTRACT FOR EXHIBIT SPACE

Please return copy of contract with payment. **\*NO EXHIBITORS** will be allowed to setup without registration paid in full.

DATE: \_\_\_\_\_

We wish to contract for the following exhibit space(s). All booth locations and prices are shown on EXHIBIT DIAGRAM AND SCHEDULE. Choices for location as follows:

Space(s) 1<sup>st</sup> Choice \_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

We would like our 9" x 44" identification sign to read: \_\_\_\_\_

Name of person(s) attending (2 allowed per booth, Monday and Tuesday lunch included if desired):

1. \_\_\_\_\_ Need lunch Mon.  Tues.

2. \_\_\_\_\_ Need lunch Mon.  Tues.

Any dietary restrictions? \_\_\_\_\_

WAA Members \$600.00 \_\_\_\_\_

Non-Member \$720.00 \_\_\_\_\_

2<sup>nd</sup> Additional Booth \$325.00 \_\_\_\_\_

3<sup>rd</sup> & 4<sup>th</sup> Additional Booths \$175.00 \_\_\_\_\_

Electrical Outlet \$80.00 \_\_\_\_\_

Additional names of person(s) attending if purchasing more than one booth:

\_\_\_\_\_ Need lunch Mon.  Tues.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you need a receipt: Yes  No

Total Amount Enclosed: \_\_\_\_\_

### METHOD OF PAYMENT

Check, payable to Wisconsin Arborist Association

Credit Card. Please charge my:  Visa  MasterCard  Discover  AmEx

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

**Payment by check:** Make payable to WAA, mail with form to: WAA • PO Box 189 • Eagle, WI 53119

**Payment by credit card:** Please email form to Tina Johnson at [admin@waa-isa.org](mailto:admin@waa-isa.org) or pay by phone at 262-899-0060.

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