



WISCONSIN ARBORIST ASSOCIATION INC.

PO Box 189 • Eagle, WI 53119-0189

61st WAA ANNUAL CONFERENCE – February 16-18, 2025
Hyatt on Main and KI Convention Center – Green Bay, WI

EXHIBIT HALL SCHEDULE

Sunday, February 16 – 9:00 a.m. to 5:00 p.m. – Exhibit Setup

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

Monday, February 17

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

10:00 a.m. – 10:30 a.m. Break with Exhibitors – Exhibit Hall

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

2:30 p.m. – 3:00 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 18

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

10:30 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: Diagram will be sent out before show

ACCESS: Diagram will be sent out before show

ELECTRICITY: Available in all booths at a cost of around **\$100 per outlet** [payment link will be sent at a later date]

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. 27, 2025**.)

Room block will open mid-December.)

COSTS:

1st Booth - \$650.00

2nd Booth - Additional 8ft. x 10ft. booth at \$375.00

3rd Booth - Additional 8ft. x 10ft. booth at \$250.00

4th Booth - Additional 8ft. x 10ft. booth at \$250.00

We ask that your registration form be returned by **January 15, 2025**.



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Spaces will be assigned on a first-come, first-served basis.

PAYMENT: payment in full must be submitted to reserve your space.

CANCELLATION AND REFUND POLICY: Space cancellation deadline is twenty-one (21) days prior to the first day of conference. Refunds will be made if requested on or before January 25, 2025 with a \$25 processing fee. There will be no refunds for cancellations made after January 25, 2025. Substitutions will not be permitted. Refunds will not be permitted for registrants who do not attend the event. Notice of cancellation must be made by contacting Tina Johnson at admin@waa-isa.org or by calling Tina at 262-899-0060. A cancellation acknowledgement will be sent within 3 working days and fees refunded within 10 working days, subject to this Return Policy. We do not issue refunds once the event has occurred.

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.