



Vendor and Storyboard Exhibit Space Guidelines

Ensuring a Successful Exhibit at the annual conference for Wisconsin Association of Healthcare Quality (WAHQ)

Friday, February 22, 2019

1. Exhibition space is open from 7 a.m.—5 p.m. Displays may be sent to the Glacier Canyon Lodge for set up that morning.
2. Exhibitors should be set up by 7:30 a.m. and tear down by 5 p.m.
3. Exhibitors are responsible for their own equipment and materials.
4. Exhibitors are responsible for their own set up and tear down.
5. Electricity is available if it was ordered prior to the show.
6. Exhibit area dedicated conference hours are from 7:00—8:00, morning break, lunch break, and afternoon break. (see agenda for times of breaks). Please make yourselves and/or the booths available to participants at these times.
7. A 3'x6' tabletop booth will be provided in the exhibit hall. Display easels, boards or posting backboard will need to be provided by the exhibitor.
8. After the conference, please submit a summary article for the WAHQ newsletter and any comments as a result of your storyboard presentation at the conference.

Additional questions for storyboards, please contact: Conni Brandt at cbrandt@metastar.com

We look forward to seeing you at our annual conference.