

Vendor Guidelines:

The conference planning committee is chaired by the Past-President and encompasses the overall event planning and a team of volunteers to support the process. WAMSS invites vendors to the annual conference and below are the guidelines to outline the process for Vendors attending the annual conference.

1. Send out save the date emails / notices once the next dates and location have been confirmed.
2. Call on the Vendor List from the previous year once conference planning for next year begins.
3. Invite vendor to participate via phone call or written communication. Notify vendor of room block availability for hotel accommodation. Send vendor the Vendor application for completion.
4. Fees for Vendors are based on the Conference Registration Price.
	1. Vendor table, meals and continuing education credits included – full conference registration price.
	2. Vendor table, with no meals and no continuing education credits – ½ conference registration prices.
5. When participation is confirmed, verify logo, contact information, set-up requirements, anticipated arrival time, and receipt of payment. Notify and forward payment to Treasurer. Track information on Vendor spreadsheet
6. Order signage for exhibits. One for each table and one large sign to be at the front of the exhibit hall.
7. Create Vendor flyer with vendor information. Make enough copies for conference attendees – to be included in swag bags.
8. At Conference Location: Day before / Morning of:
	1. Confirm table placements with hotel. Try to set up night before so they are ready in the morning
	2. Greet Vendors – be available during their confirmed arrival times
9. After Conference Send thank you and list of attendees to all vendors who participated.