

**Cancellation Policy**

Payment is due by April 12, 2024. Once printed materials have been submitted (June 1), there are no refunds. Prior to print, there will be a 50% refund. If booth space is not occupied by 7:00 a.m. on Wednesday, September 25, 2024, WSIC shall have the right to use such space as it sees fit. All cancellations must be made in writing by e-mail at [bdweimer@msn.com](mailto:bdweimer@msn.com) (confirmation will be sent). Refunds will be made within 60 days of the completion of the 2024 Western Snow & Ice Conference and National Snow Rodeo.

**Move In Information & Schedule**

Exhibitor packets with move in information will be sent out starting in July. The packet also includes the Embassy Suites Exhibitor Kit. Any additional items are ordered and paid directly through the Embassy Suites. We will issue a move in schedule for Monday, September 9, 2024 based on where your booth is located in the exhibit hall. Please show up on time and at your scheduled time. This is a large, coordinated effort to move in large equipment and set up pipe and drape and tables at appropriate times to not interfere with forklifts etc. We work across the room starting on the east side. The schedule will be emailed to you on Monday, September 9, 2024. The Embassy Suites and Conference Committee will be providing a pallet jack and two forklifts.

**Exhibitor Move out**

Exhibits shall not be removed from the exhibit area until the tradeshow is officially closed at 4pm on Thursday, September 26, 2024. Loss of future space assignment seniority is the penalty for violation so please plan accordingly for your schedule, flights, etc. After 4pm, exhibits can be removed if you can remove everything on your own. Forklifts and staff will be available starting at 8am on Friday.

**Interior Displays**

**Tables:** For each vendor, one table is provided. If you wish to have additional tables (allowed up to one per booth space purchased), please note the number on the *Exhibitor Registration Form*.

**Interior Equipment Displays:** The Embassy Suites allows for some equipment to be displayed inside. If you wish to display equipment in the interior display area, please see the *Embassy Suites Motorized Vehicle Info Display Guidelines* posted on the conference website and submit a summary of the equipment to Pamela as soon as possible but no later than August 5, 2024. This allows us to schedule move in appropriately. The equipment must be reviewed and approved by the committee.

**Exterior Displays**

Please ensure that equipment brought to the conference fits into purchased exterior space or you will need to purchase additional space at move in that may require moving to a new location. (Measurements are on maps on the website.)

**Booth Space / Meal Tickets**

For every \$500 in purchased booth space (interior and exterior), one badge will be issued that will include meal tickets for the exhibit show days (Wednesday & Thursday). You may purchase additional meal tickets for \$30 Wednesday, \$30 Thursday, \$40 Friday. Please note: You may still bring as many representatives as you would like to the conference, but those badges will not include meal tickets.

**Other Policies**

Additional policies are included in the Exhibitor Packet issued in July.

**Questions**

If you have questions or need additional information, please contact Pamela Weimer at [bdweimer@msn.com](mailto:bdweimer@msn.com).