



2012 WI-NENA Fall Conference Exhibitor Information Guide

What you need to know for a successful conference

What's included in my booth?

One (1) 2'x8' skirted table, two chairs, one (1) 7"x44" ID sign and electricity. Should you have different or additional needs please contact Kelly Zenz for availability and pricing.

What is the shipping/contact information for the Kalahari Convention Center?

Kalahari Convention Center
1305 Kalahari Drive
Wisconsin Dells, WI 53965

You may reach the Kalahari Convention Center at (877) 253-5466. Should you like to organize a private event please contact Julie Cipra at (608)326-0236. She is our Event Coordinator. All events *must be* pre-approved through the Event Coordinator.

When should I send my booth materials?

Items you are shipping to the Kalahari Convention Center direct should arrive no earlier than Friday, October 5, 2012 or you will be charged a storage fee of \$25 per item/day. Any materials left behind without shipping instructions will be discarded three business days after your departure date. The Kalahari Convention Center charges the following In-Bound Package Handling Fees:

0-5 pounds	\$ 5.00 each
6-20 pounds	\$10.00 each
21-50 pounds	\$15.00 each
Over 50 pounds	\$25.00 each
Crates	\$50.00 each
Pallets	\$75.00 each

These fees are paid directly to the Kalahari Convention Center. For more information on the Kalahari Convention Center's Shipping & Receiving Policies, contact the Kalahari direct at (608) 254-3209.

When do I set up and dismantle my booth?

Set up will be on Sunday, October 7, 2012 from 8:00 a.m. until 4:00 p.m. Dismantle after 2:00 p.m. on Monday, October 8, 2012.

What are the show hours?

Show hours are from 5:00 p.m. until 8:00 p.m. on Sunday, October 7, 2012 with the Opening Reception in the Exhibit Hall. and from 8:00 a.m. until 2:00 p.m. on Monday, October 8, 2012 with lunch served in the Exhibit Hall.

I've purchased an ad for the Conference Program. Where do I send it and when is it due?

If you've purchased an ad for the Conference Program, please send a .jpg file to Lynn Wallace at shfexec@co.price.wi.us no later than Monday, September 10, 2012.

I've agreed to send items to include in the registration packets, such as pens. Where do I send them and when are they due?

Please send any items for inclusion in the registration packets no later than Wednesday, September 19, 2012. These items can be sent to Lynn Wallace, %Price County Sheriff's Department, 164 Cherry Street, Phillips, WI 54555.

I have a question that's not answered here. How do I get it answered?

For additional information, please contact Kelly Zenz (715)421-8668 or kzenz@co.wood.wi.us.