

Vehicle Maintenance Management Conference

March 25-27, 2014

2014 VENDOR/SPONSOR INFORMATION

NOTE WORTHY

Space is limited and booth assignments will be made on a first-come, first serve basis. Make sure to get your application in ASAP. You can do this by registering online at <http://vmmc.us>. The information, exactly as it is submitted, will be printed in the program pocketbook. All applications are subject to committee approval.

EXHIBIT SPACE

Each exhibit space consists of a 8 x 8 booth with table and chair. Table-top exhibit includes two booth credentials, including all meals, access to workshops, participants items and a *program listing. (*If application is submitted by print date.) **Booth cannot exceed the 8 x 8 foot area, unless you have purchased another booth space. Additional booth staff must register and pay or they will not be allowed in the conference. There are no exceptions to these rules.** Display units, telephone service, internet (free wireless is a possibility), electrical for outdoor booth space, etc. for individual exhibits are NOT included in the price of the table-top exhibit.

EXHIBIT HOURS

You are welcome to begin setting-up your exhibit **at 11am on Monday, March 24. All vendors must be set-up no later than 5:00pm on Monday. Vendor break-down will start at 1:00pm on Thursday, March 27.** You can expect the majority of the attendees to be in the exhibit area during breaks and social events. However attendees will wonder throughout the day. Check out the conference brochure to see when breaks and social events will occur. You can expect to interact with potential clients on every morning 7:00am - 8:00am, during the assigned lunch and break times found in the conference brochure.

Conference Brochure

<http://vmmc.us>

SHIPPING

Shipments cannot be accepted prior to Friday, March 14th. Please coordinate that your shipment arrives after that Friday. Please make VMMC and booth number on each package.

Shoreline Community College

Attn: Mark Velez

16101 Greenwood Avenue North

Puget Sound Auto Dealers Assn.—Bldg 2100

Shoreline, Washington 98133-5696

LODGING

For information regarding lodging in Shoreline, please visit the conference website at:

<http://vmmc.us>

POWER/ADDITIONAL STAFF/WIRELESS

Power is available for inside booths, **you must bring your own extension cord and/or power strip. These items will NOT be provided.** Additional personnel from your company are welcome to attend your booth but there will be an additional charge. No exceptions to this rule. If you would like to have wireless access please indicate on your online registration. Login/Password will have to be create for you to have access.

DOOR PRIZES

We will be having drawings throughout the conference for conference attendees and would like to invite/encourage you to contribute door prizes. Giveaways such as items with your company logo, gift cards & tools are some ideas. This is a great way to receive recognition for your company from the conference and attendees. Vendors will be recognized during drawings. Contact Janet (janet.mcloughlin@wsu.edu) if you have any questions about door prizes.

PAYMENT

Payment must be received prior to the conference. If payment is not made prior to the conference the company's reserved exhibit space will be released and registration to the conference cancelled. We accept payments in the form of check or credit card. Visa or MasterCard Only. Please make checks payable to Washington State University. Checks need to be sent to the attention of WSU-Conference Management PO Box 645222, Pullman, WA 99164-5222

QUESTIONS

If you have any other questions feel free to contact:

Janet McLoughlin

Conference Manager

janet.mcloughlin@wsu.edu

253.445.4629