



# Circles of Life

Wisconsin's Annual Family & Provider Conference

## Wisconsin's Annual Conference for Families of Children with Disabilities & the Professionals Who Support Them

Dear Friend,

You are invited to participate in the annual statewide Circles of Life conference as an **Exhibitor**. This will be an exciting opportunity for you to showcase your goods and services to a large group of parents and professionals who live and work with children with disabilities.

The Conference will be held April 24 & 25, 2008 at Ramada Inn Convention Center, Eau Claire. *The Circles of Life Conference* is in its 20<sup>th</sup> year and is attended by over **500 people** each year!

Each **Exhibitor** will have one 6 foot draped table with one chair which will be in Lower Convention Center-Exhibitor Hall, (locked area). Set-up time is between 6:00 p.m. - 8:00 p.m. on Wednesday April 23<sup>rd</sup> and 7:00 a.m. - 8:00 a.m. on Thursday, April 24<sup>th</sup>. Tear down will be Friday **after** 10:30 a.m. Meals will be available to exhibitors for an additional fee (see enclosed form). Plan to have someone to cover your table in the event you need to step away. A neighboring Exhibitor may be happy to assist you. PLEASE NOTE: **Latex balloons and candy/edible food on the tables is prohibited due to safety/health concerns for our participants. This will be strictly enforced.**

Enclosed you will find a conference exhibitor registration form. If you would like to see the conference brochure please visit <http://www.wfv.org/circle/>. Please fill out the Exhibitor Registration Form and return with the registration fee payable to Stedman Accounting to: *SE Regional Center, ATTN: Meg Steimle, P.O. Box 1997, MS 939, Milwaukee, WI 53201-1997*. **The deadline for registration is March 14th to be included in our keepsake brochure**. Confirmation of your registration will be made on or before *April 1<sup>st</sup>*. Space is limited on a first come, first served basis.

If you have any questions, please contact Meg Steimle, 1-800-234-5437.

We look forward to seeing you on April 24<sup>th</sup>!

Sincerely,

Meg Steimle, Nancy Olson and Robin Mathea  
Circles of Life, **Exhibitor Co-Chairs**



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## Exhibitor Registration Form

*Deadline for registration is March 14th*

Name of Organization:

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Contact Person:

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Mailing Address:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website:

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Please check all that apply

\_\_\_\_\_ For-profit Exhibitor - \$125.00

\_\_\_\_\_ Non-profit Exhibitor - \$50.00

\_\_\_\_\_ Conference Presenter

\_\_\_\_\_ For-profit - \$50.00

\_\_\_\_\_ Non-profit - No charge

\_\_\_\_\_ Conference Sponsor – No charge

\_\_\_\_\_ Cost for all meals \$44.00 (includes breakfast \$10 and lunch \$12 on Thursday & Friday)

Electricity is NOT available.

I have enclosed a check in the amount of: \$ \_\_\_\_\_

(Please make checks payable to “**Stedman Accounting**”)

**Please return completed registration form and check to:**

*SE Regional Center*

*ATTN: Meg Steimle,*

*P.O. Box 1997, MS 939,*

*Milwaukee, WI 53201-1997.*

A follow up confirmation email or call will be made in the weeks before the conference. Please plan to arrive between 7:00 p.m. and 8:00 p.m. on April 23<sup>rd</sup> or 7:00 a.m. – 8:00 a.m. April 24<sup>th</sup> to set up. The Exhibitors display area will be in the Lower Convention Center-Exhibit Hall, (locked area).



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## *INFORMATION FOR 2008 EXHIBITORS*

### **CONFERENCE LOCATION**

The conference will be held at the Ramada Inn Convention Center 205 South Barstow Street, Eau Claire, WI, 54701. (Corner of Barstow and Gibson) Parking is available in the hotel lot.

All exhibitors are located in the Lower Convention Center Exhibit Hall.

**SET-UP/TAKE DOWN TIME – 6:00 - 8:00 PM on WEDNESDAY, April 23<sup>rd</sup> or 7:00 – 8:00 AM THURSDAY, April 24<sup>th</sup> Take down is after 10:30 AM FRIDAY. Exhibits must be set up ready to open by 8:00 a.m. Thursday. Dismantling can begin after 10:30 a.m. on Friday. All exhibits must be removed by 1:00 p.m.**

### **SPACE ASSIGNMENTS**

Please stop by the Registration Desk when you arrive. A conference representative will then direct you to the exhibit hall. Each exhibit space consists of one 6 foot draped table with one chair. Exhibitors are asked to bring their own organizational sign/banner. **Latex balloons and candy/edible food on the tables is prohibited due to safety/health concerns for our participants. This will be strictly enforced.**

### **EXHIBIT HOURS – THURSDAY 8:00 AM – 7:00 PM & FRIDAY 7:30 AM – 10:30 AM**

The exhibit area will remain open and accessible to participants during the above listed times. The Exhibit Hall will be locked over night.

### **EXHIBITOR SERVICES**

All exhibitors will receive a name badge, conference materials and a list of conference exhibitors.

### **SECURITY/LOSS OR DAMAGE**

Neither DD Network, The Board for People with Developmental Disabilities, State of WI DHFS and its divisions or any other sponsor of this conference nor the Ramada Inn Convention Center are responsible for damage or loss to your exhibit due to any cause. Property and liability insurance are the responsibility of the exhibitor.

### **EXHIBITOR FEE**

The fees are as listed on the registration form and are non-refundable. Please submit your registration fee and registration form by March 14<sup>th</sup> to be included in our keepsake brochure.