



Sponsor & Exhibitor Guide

On behalf of the Midwest Association of Fish and Wildlife Agencies and the Kansas Department of Wildlife & Parks, thank you for participating in the Annual Midwest Fish & Wildlife Conference.

Please take some time to review the following important exhibitor & sponsor details.

Exhibit Space Details:

Please check in at the conference registration desk upon your arrival and our Conference Management team will direct you to your assigned exhibit space. Exhibit tables will be set up in the Pre-Function area outside of Ballroom ABC. This will be a high traffic area near the main meeting space. There will be an ID sign with your company name on your assigned exhibit table.

Important: Please review the attached Overland Park Convention Center Exhibitor Packet document. Exhibitors are responsible for following all the OPCC rules and regulations as outlined in their Exhibitor Packet.

Your exhibit area will include:

- 1 – 6' skirted Table with 2 chairs
- Standard booth sign with your company name
- Carpeted exhibit area

The exhibit area will be open throughout the day on Monday, Tuesday, and on Wednesday morning. We recommend attending your table during the scheduled break and lunch times as well as during the Sunday and Tuesday evening social events.

Exhibitor Electricity & A/V:

If you require electricity or other a/v services for your exhibit table, you must order this through the OPCC directly. [CLICK HERE](#) to view the OPCC electrical services price list.

- Use this link to order services online: <https://opconventioncenter.com/consumer-show-space-in-overland-park-kansas/>
- Choose "Purchase Exhibitor Services"
- Choose the Midwest Fish & Wildlife Conference 2023
 - New Exhibitors will need to create a login. Returning Exhibitors can login.

Please Note: The advanced rate cut-off date is 2/2/23. After this date, prices will be increased to the floor rate.

Shipping:

Packages may be delivered to the Overland Park Convention Center no more than 3 days prior to the conference date. Please [CLICK HERE](#) for OPCC shipping instructions and fees.

Exhibit Hours:

The exhibit area will have the most attendee traffic during scheduled breaks, lunches and during the Sunday and Tuesday evening social events. Please refer to the [CONFERENCE SCHEDULE](#) for specific times.

Activity	Time
Set Up	Sunday Feb. 12 th 1:00 – 6:00 p.m.
Vendor Area Open	Sunday Feb. 12 th 6:00 – 9:00 p.m. Welcome Reception & Superbowl party Monday Feb. 13 th 7:00 a.m. – 5:00 p.m. Tuesday Feb. 14 th 7:00 a.m. – 5:00 p.m. Tuesday Feb. 14 th 6:00 – 8:00 p.m. Poster Session & Trade Show Social Wednesday Feb. 15 th 7:00 a.m. – 10:00 a.m.
Tear-Down	Wednesday Feb. 15 th 10:00 a.m. – 12:00 p.m.

Tradeshow Passport:

Attendees will be given a “Trade Show Passport” with their registration packet. They’ll be instructed to collect stamps from vendors in order to receive a raffle ticket for a chance to win great prizes! We will provide you with a stamp when you check in (each vendor will receive a different one).

If your company is interested in being on the “Passport Card” please donate a door prize (minimum of \$25 value) to the conference! Please notify karen@delaneymeetingevent.com by **Monday January 16th** so we can include your company on the passport and know to expect your item. Please drop your item off at the registration desk during exhibitor set up hours.

Company Representatives:

As part of your sponsorship / exhibit fee, you are entitled to complimentary registrations, which include access to all sessions and meals. The number of complimentary registrations you receive is dependent on your sponsorship level. Please register all staff by **Monday January 16th**.

All staff must register using this link:

<https://cvent.me/l8dZer?RefId=MidwestAttendeeRegistration>

Be sure to select the Registration Type, “Sponsor/Exhibitor Representative”. Use the discount code provided in the accompanying email to change the registration fees to \$0.00.

Conference App - Whova:

We will be using Whova for our conference mobile app. This will be the source for the complete, up to date, conference schedule, conference notifications, etc.

Each exhibitor & sponsor will be provided with a personalized page. When an attendee navigates to the sponsor section of the app, they will be able to click on any sponsor's page, read through the information, download any resources you've added, etc. We have created the initial framework for your page and have uploaded your basic company information (name, brief description, and logo).

If you would like to edit or customize your page, please use the link provided in your email to access a personalized form for your company/organization. You customize your page by making any necessary edits to the form, adding a link to a promotional video, and uploading two documents. When you review the form, please pay special attention to the quality of your logo. If you have a logo file that is a higher resolution you may want to edit this and upload a new logo.

We ask that you please have all of your content uploaded and completed by **Friday January 27th** so that your page presentation is finalized before attendees are given access to the conference site. Please refer to this [WHOVA SPONSOR/EXHIBITOR GUIDE](#) for step-by-step instructions on how to customize your virtual exhibit booth. The guide includes a short, 6-minute, video that walks you through each step. **Please note that we will not be using the "Live Showcase" feature of the Whova app (please do not schedule a Live Showcase).**

You do not have to be in your virtual booth throughout the conference, but we do recommend keeping an eye on the text chat box so that you can respond to questions and comments each day.

Suggestions for engaging with Attendees:

We highly recommend you (and your company representatives) take some time to explore and familiarize yourself with the Whova conference app. The app is a very useful tool for making meaningful connections with attendees at the conference. Within the Whova app you can create and participate in discussion topics, search for attendees, organize meet-ups, and collect and export leads. [CLICK HERE](#) for a list of suggestions and instructions on how to maximize your use of the Whova app to build meaningful connections. Be sure to share this information with your company representatives who will be on site at the conference.

Hotel & Travel Logistics:

Be sure to visit <https://www.midwestfw.org/logistics.html> for information on the hotel and travel logistics. Please be aware that the cut off date for the group rate at the Sheraton Overland Park Hotel is Monday January 23rd or when the block is full, whichever occurs first.

Questions?

Contact Karen Forbes, Exhibitor/Sponsor Coordinator

karen@delaneymeetingevent.com

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