



## Sponsor & Exhibitor Guide

On behalf of the Association of Fish & Wildlife Agencies, thank you for participating in the 112<sup>th</sup> Annual Meeting. The event is fast approaching and the details are coming together well. Although the conference is being organized as an in-person event, there will be a remote-only option for those who cannot join us in Fort Worth. The remote option will use the virtual platform, Whova and as an added feature, all exhibitors and sponsors will receive a listing in the Whova platform, giving you a bit more exposure.

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

### 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 **Thursday September 1st**.

**All staff must register using this link:** <https://cvent.me/NQVoyv>

Use the discount code provided in the accompanying email to change the registration fees to \$0.00.

### Safety Guidelines for In-Person Attendance:

Given the current recommendations of health officials, AFWA does not currently have any Covid-related requirements associated with attendance to our September Annual Meeting. It is each person's choice to navigate and remediate their own personal risk exposure given the specific circumstances for this event. We will provide a welcoming and safe environment for all and will support any individual's choice to wear a mask during the event.

AFWA and the event staff reserve the option to have anyone who appears to be symptomatic during the meeting to either take a rapid test on site or to wear a mask, and quarantine if they test positive for Covid.

AFWA's policy is to maintain an appropriate and reasonable duty of care specific to the time, location, and current health and safety concerns for any specific meeting or event.

## Shipping:

If you are planning to ship boxes to the hotel in advance, please be sure they arrive no more than 48 hours prior to the conference start date. There will be a \$5.00 per box, incoming and \$5.00 outgoing handling charge for all boxes processed by Omni's Security Department. Each pallet or crate delivered to the Hotel is subject to a \$125.00 handling charge. Shipping and receiving hours are 7:00 am - 3:00 pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$5.00 per box handling fee. Should special arrangements for delivery be necessary, please contact the Conference Services Manager, Raezena Caldwell [raezena.caldwell@omnihotels.com](mailto:raezena.caldwell@omnihotels.com).

The following information must be on all packages to ensure proper delivery:

Attention: Your Company Name & Rep Name  
Contact Phone #:  
Group: Association of Fish & Wildlife Agencies, AFWA 2022 Annual Meeting  
Omni Fort Worth Hotel  
1300 Houston Street  
Fort Worth, TX 76102  
Convention Services Manager: Raezena Caldwell [raezena.caldwell@omnihotels.com](mailto:raezena.caldwell@omnihotels.com) 817-350-4049  
Number of Boxes:

## 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 Texas Ballroom Foyer area. This will be a high traffic area near the main meeting space. There will be a sign with your company name on your assigned table.

Your exhibit area will include:

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

## Exhibitor Electricity & A/V:

If you require electricity for your exhibit table, please complete this [A/V & ELECTRICAL ORDER FORM](#) and this [CREDIT CARD AUTHORIZATION FORM](#) . Submit to Daniel Myers at [daniel.myers@encoreglobal.com](mailto:daniel.myers@encoreglobal.com) by **Thursday September 1st.**

## Exhibit Hours:

The exhibit area will have the most attendee traffic during scheduled breaks and lunches. Please refer to the [CONFERENCE SCHEDULE](#) for more details and specific times.

We recommend attending your table during the scheduled break times and lunch time. There will be refreshment breaks in the exhibit area mid-morning and mid-afternoon.

Activity	Time
<b>Set Up</b>	Sunday Sept. 18 <sup>th</sup> 1:00 – 5:00 p.m.
<b>Vendor Area Open</b>	Monday Sept. 19 <sup>th</sup> 7:00 a.m. – 5:00 p.m. Tuesday Sept. 20 <sup>th</sup> 7:00 a.m. – 3:30 p.m. and 6:00 – 7:00 Reception w/Exhibitors Wednesday Sept. 21 <sup>st</sup> 7:00 a.m. – 10:30 a.m.
<b>Tear-Down</b>	Wednesday Sept. 21 <sup>st</sup> 10:30 a.m.

## Virtual Platform - Whova:

We have added a virtual option using the platform, Whova, for those who cannot attend the conference in person. Each exhibitor & sponsor will be provided with a personalized page (virtual exhibit booth). When an attendee clicks on the link to your virtual booth they can read through the information, download any resources you've added, etc. We have created the initial framework for your virtual exhibit booth 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 virtual booth 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 **Thursday September 1<sup>st</sup>** so that your page presentation is finalized before attendees are given access to the conference site. Please refer to this [WHOVA SPONSOR GUIDE](#) for step-by-step instructions on how to customize your page in the Whova app. The guide includes a short, 6-minute, video that walks you through each step.

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.

## Questions?

Contact Karen Forbes, Exhibitor/Sponsor Coordinator

[karen@delaneymeetingevent.com](mailto:karen@delaneymeetingevent.com)

802-448-9078