

# 2009 Poverty Matters! Conference

December 2-3, 2009

Radisson Paper Valley Hotel, Appleton

## Exhibit Table Information & Registration Form

**Registration deadline:** Friday, November 20, 2009

- Exhibit Space consists of an 8 ft. table with linen.
- Electricity is available but on a limited basis.
- Table space is limited to 30 exhibitors and will be reserved on a first-come first-serve basis.
- Tables do not need to be staffed.

**Exhibit Fee:** Non-profits \$75.00 For-Profits \$100.00

Please make checks payable to WISCAP. Registration forms and payments should be sent to:  
Wisconsin Community Action Program, 1310 Mendota St., Ste 107, Madison, WI 53714.  
Phone: (608) 244-4422 Fax: (608) 244-4064 Email: bthomas@wiscap.org

**Exhibit Dates & Times:**

Wednesday, December 2nd: 8:00 a.m. - 7:00 p.m.

Thursday, December 3rd: 8:00 a.m. - 2:00 p.m.

**Set-up/Take Down Times:**

- Exhibitors are responsible for their own set-up and take down
- Please check in at the conference registration desk prior to setting up your exhibit to receive your conference materials, name tag and table location.

**Set-up:** December 1st 6:00 p.m. - 9:00 p.m.

December 2nd 6:00 a.m. - 8:00 a.m.

**Take-down:** December 3rd After 2:30 p.m.

**Conference Registration Fee:**

Exhibitors may attend the entire conference at a special reduced rate of \$85 per person (regular fee is \$160 per person), limited to 2 people per organization. This fee includes all meals at the conference. Exhibitors may also attend only the meal functions for \$40 per person. **Please complete the attached form for each person.**

**Security:**

Exhibit tables do not need to be staffed during the conference. However, please note that the exhibit area will not be locked. WISCAP & the Radisson Paper Valley Hotel will not be responsible for any loss or damage that may occur prior to, during, or subsequent to the conference. The exhibitor by submitting this form expressly releases WISCAP & the Radisson Paper Valley Hotel from any responsibility in any and all claims for loss or damage.

***Please print and complete all information below as you would like it to appear in the conference materials.***

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Exhibit Type:** \_\_\_\_\_ Non Profit (\$75) \_\_\_\_\_ For-Profit (\$100) **Will the table be staffed?** YES NO

**How many tables do you need for your exhibit?** \_\_\_\_\_ **Do you need electricity?** YES NO

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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## Exhibitor Conference Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Please check one:

I am attending the entire conference

Meals only

### Please select which meals you will be attending:

(WED) Opening Plenary & Continental Breakfast

(WED) Lunch Plenary

(THU) Morning Plenary & Breakfast

(THU) Closing Plenary & Luncheon

Check here if you wish to have vegetarian selections.

- **Registration deadline is Friday, November 20, 2009.** The special registration fee for exhibitors per person is \$85 to attend the entire conference which includes meals. For meals only the rate is \$40 per person. The special fees are limited to 2 people per organization.
- Please make checks payable to "WISCAP." We do not accept credit cards. Organizations may submit a purchase order and be invoiced for the event. (Tax Exempt ID: 39-1209035)
- **Please send your form to:** WISCAP, 1310 Mendota Street, Suite 107, Madison, WI 53714-1039. Phone: 608-245-3292 Fax: 608-244-4064, Email: bthomas@wiscap.org
- Hotel Reservations can be made by calling 1-800-242-3499. Single rooms are \$70 and doubles are \$97.00. **Deadline for sleeping rooms is Friday, November 20, 2009**