Wisconsin Christmas Tree Producers Association

Vendor Information - Summer Convention 2018

Deadline	Register (postmarked) by July 23rd to be listed in the vendor handout. If you miss the deadline, please give us a call at 608-742-8663.
Hotel Rooms	Ho Chunk Gaming Black River Falls, W9010 Hwy 54E, Black River Falls, WI 54615. phone 888-625-8668, 715-284-8056
Convention Site	On Friday, drive to Northern Family Farms, W10757 Jeffrey Rd, Merrillan, WI 54754 Google Map link to convention sites: https://goo.gl/maps/uEPPrtSbRo42
Saturday Tour	On Saturday, coach bus will pick up from Ho Chunk Hotel at 8 AM. (Restroom & A/C on board.) Everyone rides.
Booth Space	In building: includes chairs and an 8' table (with table covering) for each 10' x 10'. 10' x 10' is $200 20' x 10' is $325 30' x 10' is $450 Outdoor: provide your own set-up (table, covering, chair, etc.) Cost: $200 Literature only: For those unable to attend in person but would like to send your literature, cost $60. Send literature to the association office with registration form. We will give one to each attendee in their packet. Check with us in August for number of handouts needed. Please note: we don't have a "walk the floor" option, vendors must pay for a booth space in order to attend.
Booth Electricity	There is electricity available. You must bring your own extension cords.
Sponsorship	Anyone who donates $100 or more will be designated as a sponsor. We will recognize you as such on the convention program, with signs, and in the WCTPA Quarterly Journal.
Set-Up	Thursday from 1:00 P.M. to 4:30 P.M. or Friday from 7:30 A.M. to 8:30 A.M.
Vendors Open	Friday, 8:30 A.M. - 3:30 P.M. No trade show on Saturday.
Registration & Meals	Please list the names of all vendors on the registration form. We will provide you with a name tag. Meal options/prices are indicated on the form. On Friday, you are allowed to jump to the front of the lunch line so you can return to your booth quickly. Fill out all applicable lines on the registration form.
Saturday Tour and Field Demonstrations	You are welcome to attend the tour at Northern Family Farms. If you want to demonstrate your equipment at the farm, contact Derek Ahl at 715-333-2661.
All Attendees Pay	When you do mailings to your customers, please remember that anyone who comes to pick up supplies must be registered to attend the convention. This also includes growers who come to sign compliance agreements with DATCP/USDA. We want to be fair to all so don't let anyone in without first registering at the WCTPA desk. Thank you for your cooperation on this.
Questions?	If you have questions about any of the convention events, please contact Cheryl Nicholson at the association office, 608-742-8663.
	I look forward to seeing you! Cheryl