



# The Journey of Our Ancestors: Tracing Our Western Pennsylvania Roots

1974 50th Anniversary Conference 2024

## Exhibitor Opportunities

The Western Pennsylvania Genealogical Society (WPGS) is celebrating its 50th Anniversary with a Genealogy Conference on June 21 and 22, 2024. This conference will offer all in-person and virtual attendees the opportunity to enhance their skills and educational opportunities to begin, continue, or augment their research into Western Pennsylvania family history.

Exhibitors will be a crucial part of the success of our conference and we invite you to consider having an exhibit space in our proposed Exhibit Hall, whether in-person or virtually.

Each in-person exhibitor booth space will receive:

- One 10' x 10' space in the Exhibit Hall in a premium location
- Two (2) Exhibit Hall badges for booth personnel
- Significant space in the Virtual Exhibit Hall

Each in-person table exhibitor will receive:

- One 8' draped table and two chairs
- ¼ page vertical ad in the conference Compendium (deadline for submission is April 1, 2024)
- Two Exhibit Hall badges for booth personnel

Each exhibitor, in-person and virtual-only will receive:

- Exhibit space on the Virtual Exhibit Hall (details TBD)
- Your website URL listed in the Conference program
- Option to provide promotional items to be inserted into the Conference attendee bags.

Table assignments are on a first-come, first-served basis. WPGS reserves the right to change table assignments when such action is deemed in the best interest of the Conference. All exhibitors should remain open during the posted hours of the Exhibit Hall and have at least one attendant in their space during Exhibit Hall hours. No outside tables will be acceptable. WPGS cannot guarantee requests for additional tables.

### EXHIBIT HALL DATES AND HOURS

#### EXHIBITOR SET UP

Thursday, June 20	6:00 PM – 10:00 PM
Friday, June 21	7:00 AM – 8:30 AM

#### EXHIBIT HALL HOURS (Open to the public)

Friday, June 21	9:30 AM – 5:30 PM
Saturday, June 22	8:30 AM – 4:30 PM

#### EXHIBITOR MOVE-OUT

Saturday, June 22	4:30 PM – 6:00 PM
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### EXHIBITOR SALES

If you wish to sell products in the Exhibit Hall, you must collect and report PA state and county sales tax (7%). WPGS will not be held responsible for violations of Pennsylvania or Allegheny County laws.

### CANCELLATION POLICY

All cancellation requests must be submitted in writing to WPGS. Requests received before April 1, 2024, will receive a refund, minus a \$50 administrative fee. No cancellation requests will be honored after April 1, 2024.

### Exhibitor space fee due by April 15, 2024

Booth Space (10' x 10')	\$400
Vendor Tabletop (8' x 3')	\$125
Virtual Exhibit Hall space only (2 days)	\$75

### Exhibitor space fee due after April 15, 2024

Booth Space (10' x 10')	\$500
Vendor Tabletop (8' x 3')	\$200
Virtual Exhibit Hall space only (2 days)	\$125

Two (2) Exhibit Hall passes, electricity, and Wi-Fi are included.

Organization \_\_\_\_\_

Contact: \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

Amount: \$ \_\_\_\_\_

List any special requirements: \_\_\_\_\_

\_\_\_ Will be sending promotional items before May 1, 2024.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WPGS Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Check enclosed, payable to WPGS.
- PayPal at WPGS website <https://wpgs.org/product-category/50th-anniversary/exhibitor/>
- Reservation only. Payment to be provided before April 15, 2024. Reminder invoices to be sent via email.

Return to: WPGS Exhibitor Hall Coordinator, 4400 Forbes Ave., Third Floor, Pittsburgh, PA 15213-4007 or via mail to [50thExhibitors@wpgs.org](mailto:50thExhibitors@wpgs.org)  
WPGS is a 501(c)(3) Corporation | Federal Tax ID No. 23-7404370 | PA Tax Exemption Account ID 75-619294



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1974

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## Sponsor & Exhibitor Frequently Asked Questions

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### **Can I select my booth location in the Exhibit Hall?**

Because of the room design of the Exhibit Hall, WPGS will be making the final decision on the placement of all Sponsor and Exhibitor space. We will send you the Exhibitor Guide with a detailed map of the Exhibit Hall with all locations indicated. The Exhibitor Guide will be available on or before April 1, 2024.

### **If anyone from my organization plans to attend the conference, do these people have to register?**

Yes, all attendees must register through the registration site and pay the appropriate fees if they plan to attend the Conference. Each exhibitor will receive two (2) exhibit hall badges, which will give your staff access to the exhibit hall only. Sponsors receive passes according to their sponsorship level.

### **Can I register for just the Virtual Exhibit Hall?**

Yes, if you cannot participate in the June 21-22, 2024 Conference in person, you can purchase space in the Virtual Exhibit Hall, which will be available to all Conference attendees and the public through the Whova conference app. We will do the preliminary setup of your exhibitor/sponsor page in the app by uploading your basic company information from your exhibitor/sponsor registration, along with your organization's logo. You will then have access to input additional information.

### **Will there be a show decorator?**

No. The University Club will be responsible for setting up the Exhibit Hall. It is carpeted, has electricity availability, and has Wi-Fi. You will receive an Exhibitor Guide with an Exhibit Hall map listing your location and size on or before April 1, 2024, and an invitation to log into the event portal for more information.

### **Will I be able to obtain a registrant list before the conference?**

WPGS will not share the registrant list before the conference. All sponsoring organizations will receive a registrant list with contact information after the Conference if the registrant specifically grants permission. Exhibitors may use the lead retrieval feature

of the Whova conference app to collect attendee contact information and other data if the attendee permits.

### **Will there be a lead retrieval service?**

We will be using the Whova conference app, which includes a lead retrieval feature. Information about how to use this feature will be included in the Exhibitor Guide, which you will receive on or before April 1, 2024.

### **Will I get a listing in the conference app?**

Yes, all exhibitors and sponsors are entitled to have a listing in the Whova conference app. We will do the preliminary setup of your exhibitor/sponsor page in the app by uploading your basic company information from your exhibitor/sponsor registration, along with your organization's logo.

The Exhibitor Guide will provide you with detailed instructions on how to customize your page by uploading a video, up to two documents, and photos. The conference app also has several great features to help you engage with attendees during the conference. We will provide you with detailed instructions and suggestions in the Exhibitor Guide on or before April 1, 2024.

### **What is the Cancellation Policy?**

All requests for exhibitor cancellations must be made in writing and will become effective upon receipt by WPGS. Due to the losses that would result from the cancellation of exhibit space, if an Exhibitor cancels an exhibit space you agree to pay liquidated damages (not a penalty) of \$100, regardless of the execution date of an order or signed contract, and regardless of any resale of booth space/ engagement canceled by Exhibitor.

### **Where can I find information about local hotel accommodations?**

Info on hotels in the area will be posted on the Whova site by March 1, 2024.

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If you have any further questions, please feel free to reach out to the Exhibitor/Sponsor Coordinator at [50thExhibitors@wpgs.org](mailto:50thExhibitors@wpgs.org).

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Return to: WPGS Exhibitor Hall Coordinator, 4400 Forbes Ave., Third Floor, Pittsburgh, PA 15213-4007 or via mail to [50thExhibitors@wpgs.org](mailto:50thExhibitors@wpgs.org)

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