



The Journey of Our Ancestors: Tracing Our Western Pennsylvania Roots

1974

50th Anniversary Conference

2024

April 8, 2024

The Western Pennsylvania Genealogical Society (WPGS) was founded to applaud the rich heritage of the 26 counties of Western Pennsylvania and we are currently celebrating our 50th Anniversary this 2023-2024 membership year.

These past 50 years have been full of inspiration, challenges, and many surprises. Our Mission Statement, developed in 1974, is still relevant and motivating: *A not-for-profit educational organization of amateur and professional family historians and genealogists dedicated to the study and preservation of family history in Western Pennsylvania.*

Eager to continue our focus on this effort, we are planning a 50th Anniversary Celebration and Conference on June 21 and 22, 2024 focused on the Western Pennsylvania region. The Conference is scheduled for The University Club and the Anniversary Dinner will be held at the Wyndham Pittsburgh University Hotel, both in the Oakland neighborhood of Pittsburgh.

At this time, we are seeking Exhibitors from the family history community to participate in our 50th Anniversary Conference. Your exhibit will make it possible for WPGS to assist new family historians and enhance the efforts of those who have already been working on their family history for many years. Our Exhibit Hall will also be open to the public, so your exhibit space has the potential to reach out to many others in the Western Pennsylvania region. Please consider participating as an Exhibitor on the attached form and help make Western Pennsylvania family history research a rich and rewarding experience for all. Instead of in-person participation at the Conference, we are also offering online space through our Virtual Exhibit Hall app.



WPGS continuously strives to meet our mission goals through the following:

- A genealogical library of reference books and materials relevant to Western Pennsylvania research.
- Genealogically-related educational experiences eight (8) times a year, free and open to the public, live and/or virtually.
- A day-long educational conference once per year.
- First Families of Western Pennsylvania Lineage Society, open to members who can prove direct descendancy from an ancestor who lived in Western Pennsylvania before 1811.
- Six issues of the award-winning newsletter, *Jots from Western Pennsylvania*.
- Four issues of the WPGS journal, *Quarterly*.
- Access to data collected from member-submitted Ancestor Charts, the Surname Project, and from First Family applications.
- The continued growth of the WPGS website at www.wpgs.org, providing research services through a library catalog, an online book store, hundreds of available digital records, and much, much more.

If you are not the correct representative to address this request, we respectfully ask that you direct our request to the correct party. Thank you.

Sincerely,

Rebecca Kichta Miller, Chairperson
Western Pennsylvania Genealogical Society
50th Anniversary Celebration & Conference

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

WPGS is a 501(c)(3) Corporation | Federal Tax ID No. 23-7404370 | PA Tax Exemption Account ID 75-619294

WPGS, 4400 Forbes Avenue, Third Floor, Pittsburgh, PA 15213-4007 | Phone: 412-687-6811 Voicemail only | www.50@wpgs.org

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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 June 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 June 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 June 1, 2024. Reminder invoices to be sent via email.



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Sponsor & Exhibitor Frequently Asked Questions

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 May 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, giving 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 and an invitation to log into the event portal for more information. Exhibitor locations will not be finalized until June 1.

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.

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 detailed instructions and suggestions in the Exhibitor Guide.

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 is posted on the WPGS website at <https://wpgs.org/50th-anniversary-conference/>.

If you have any further questions, please feel free to contact the Exhibitor/Sponsor Coordinator at 50thExhibitors@wpgs.org.