



# FAQ'S



## GENERAL QUESTIONS

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### WHERE WILL THE 2024 CONVENTION TAKE PLACE?

The Kalahari Convention Center  
1305 Kalahari Dr  
Baraboo, WI 53913

### WHAT ARE THE SHOW DATES AND EXHIBIT HOURS?

Tuesday, December 3, 5 - 6:30PM  
Wednesday, December 4, 9AM - 4PM  
Thursday, December 5, 10AM - 1:30PM

### HOW DO I BOOK MY HOTEL?

Rooms are available at the Kalahari for a discounted rate of \$154. To book a room, follow this [link](#), or scan the QR code.

*\*Please book your rooms by November 1, 2024\**



## EXHIBITOR QUESTIONS

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### HOW CAN I EXHIBIT AT THE MWFPA CONVENTION?

Exhibitors are required to be an Associate Member in good standing of MWFPA in order to exhibit at this Convention. If you have not yet explored membership with us we would be pleased to discuss options and the benefits of joining.

Current MWFPA members can visit [mwfpa.org](http://mwfpa.org) to register for your booth.

### WHAT ARE MOVE-IN AND/OR MOVE-OUT TIMES?

**Move-In:** Tuesday, Dec 3, 9:00AM - 4:00PM

*\*Large equipment must be moved in on this date\**  
Wednesday, Dec 4, 6:30 - 7:30AM

**Move-Out:** Thursday, Dec 5, 1:00 - 6:00PM

*\*No early tear downs allowed\**

## **HOW MANY COMPLIMENTARY BOOTH STAFF BADGES DO WE RECEIVE?**

Each booth includes two booth staff.

## **CAN I PURCHASE ADDITIONAL BOOTH STAFF BADGES?**

Yes, each additional booth staff person will be \$125 each.

## **HOW DO I UPDATE MY COMPANY INFORMATION FOR INCLUSION IN THE CONVENTION SHOW GUIDE?**

Information will be used from your booth registration information. If you would like to provide a different contact person, please email us at [info@mwfpa.org](mailto:info@mwfpa.org).

## **WHAT IS THE CANCELLATION POLICY?**

There will be no refunds for cancellations of exhibit space after September 1, 2024.

## **WHO IS THE OFFICIAL SERVICE CONTRACTOR FOR THE MWFPA CONVENTION?**

### **VALLEY EXPO SERVICES:**

Will provide booth setup and supplies for the exhibit hall and handle freight. Items included with your booth are a 6' display table, two chairs, a waste basket, and company name sign. Additional items, such as electrical setup, may be ordered in advance of the show. Please reference our website to view the full exhibitor kit. Ordering online may also be accomplished at: [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com).

## **WHOM DO I CONTACT REGARDING SPONSORSHIP OPPORTUNITIES?**

You can view current sponsorships on our [website](#), or email us at [info@mwfpa.org](mailto:info@mwfpa.org).

## **IS THERE A 2024 ATTENDEE E-MAIL LIST AVAILABLE TO EXHIBITORS?**

We do not give out attendee e-mail addresses, however we can provide names and companies of attendees from 2023.

## **ATTENDEE QUESTIONS**

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### **WILL MY BADGE BE MAILED TO ME?**

No, badges will be available to print beginning Tuesday, Dec 3 from 9AM - 4PM.

### **HOW MUCH DOES ATTENDEE REGISTRATION COST?**

MWFPA members and non-members are welcome to attend.

Member Full Show- \$225

Non-Member Full Show- \$450

Member Wednesday Pass- \$150

Non-Member Wednesday Pass- \$300

Member Thursday Pass- \$100

Non-Member Thursday Pass- \$100