



Vendor Policy Statement

To ensure new/continuing exhibitors/vendors are aware of WASFAA expectations, we wanted to publish a vendor policy statement.

- Effective February 18, 2019 WASFAA adopted the following policy:
 - Individuals employed by an organization whose primary purpose is to provide products and services to higher education institutions shall be charged the exhibitor rate for conference attendance. Organizations will receive one complimentary conference registration with their exhibitor fee and additional members of their organization will be charged the regular conference registration fee for attendance.
- No private events/gathering should be held during any scheduled conference events. This includes but is not limited to: scheduled meals, scheduled entertainment, and interest/general sessions during a conference.
- Booth giveaways valued at more than \$10 should not be offered, to prevent conflict for conference attendees and their schools code of conduct.
- When a vendor presents an interest session, he/she should refrain from promoting their products/services. Additionally, WASFAA Conference Committee typically provides a general PowerPoint Template that should be used for the interest session presentation.
- Business Solution Sessions (BSS) are offered during the Fall and Spring conferences (space permitting). These are open to all exhibitors/vendors, but there are limited sessions available. Selection of these sessions are made by Kathy Peterburs Co-Chair of the Corporate Support Committee, via random drawing and/or preference given to new vendors or vendors who have not had opportunity in the past.
- During Business Solution Sessions vendors are allowed to discuss and promote their products.
- Corporate Support Committee assigns booth placement at conferences. Preferred placement is given to exhibitors who register/give intent on exhibiting at conferences first.
- Exhibitor Hours – Set up typically can begin by 9am on Wednesday of the conference, but we ask exhibitors to be set up by noon. Tear down typically happens after the last break on Thursday of the conference.

- WASFAA provides an opportunity to win 2 gift cards (one for BSS attendance and one for visiting vendor area) to attendees as incentive to generate traffic and interest in these activities.
- Conference attendee registration list will be provided to paid exhibitors 1 month and again 2 weeks prior to the conference start date.