

# wigcot2010

## **Instructions for Setting Up Marketplace**

Thank you for registering to participate in the 2010 Governor's Conference on Tourism Information Marketplace/Taste of Wisconsin. Your participation includes an 10'x10' booth (unless otherwise requested), a table, two chairs, wastebasket and a sign. An electrical outlet will be provided for those that had it requested on the registration form. If you are a food or beverage vendor and plan to serve your product in your booth, please remember that only sample size portions may be served. If you have a question as to whether or not you can sample your product, please call me.

Up to four people may work your booth. If the names of the staff working your booth have changed from the names at the time of your registration, please let us know at your earliest convenience.

## **Shipping Information:**

Information on shipping is in the **Exhibitor Show and Shipping Information** attachment located at <http://www.wigcot.org/marketplace.htm>. Please make arrangements to have your materials shipped through **Wisconsin Expo Services** or have them shipped to your hotel. The Midwest Airlines Center will **not** accept shipments.

If you are bringing your materials with you, storage will be available at our conference registration office (102B) between the hours of 8:00am and 3:00pm on Monday afternoon.

The Marketplace will be set in Exhibit Hall B and access can be made via the loading dock at **850 North 6th Street**. Access to loading area will be available starting at 11:00am to 3:00pm. Set-up will not be allowed prior to 11:00am on Monday, 3/15. Teardown will begin at 6:00 pm and must be completed by 8:00 pm.