



84TH MIDWEST FISH AND WILDLIFE CONFERENCE

January 28-31, 2024 | Sioux Falls, South Dakota

Habitat: Working Today to Benefit Tomorrow

Sponsor & Exhibitor Guide

On behalf of the Midwest Association of Fish and Wildlife Agencies and South Dakota Game, Fish, & Parks, thank you for participating in the Annual Midwest Fish & Wildlife Conference.

Please take some time to review the following important exhibitor & sponsor details.

Exhibit Space Details:

Please check in at the conference registration desk upon your arrival and our Conference Management team will direct you to your assigned exhibit space. Exhibit tables will be set up in Ballroom A & B. This will be a high traffic area near the main meeting space. There will be an ID sign with your company name on your assigned exhibit table. Please take some time to review [THIS](#) convention center exhibitor services kit. Your exhibit table number assignment is in the accompanying email.

Your exhibit area will include:

- 1 – 6' skirted Table with 2 chairs
- Standard booth sign with your company name
- Carpeted exhibit area

Please note that these are table-top displays, not large trade show booths. You will have approximately 2' of space around and behind your table. Small pop-up banners and limited display materials are recommended. The exhibit area will be open throughout the day on Monday, Tuesday, and on Wednesday morning. We recommend attending your table during the scheduled break and lunch times as well as during the Sunday and Monday evening social events. [CLICK HERE](#) to view the full conference schedule.

Exhibitor Electricity & A/V:

If you require electricity or other a/v services for your exhibit table, you must order this through the convention center directly. [CLICK HERE](#) for pricing and ordering information (**page 4**). Electrical and A/V orders must be received by the convention center at least 10 days prior to exhibitor move in (Thursday January 18th).

Certificate of Insurance:

All exhibitors and/or subcontractors must carry their own insurance and provide proof of coverage to us (Minimum limit of \$1M per occurrence /\$2M aggregate, and rated A-XII or better). **You must list Midwest Fish & Wildlife Conference as additional insured on your policy. Please email a copy of your COI to karen@delaneymeetingevent.com by Monday January 8th.**

Your insurance company may require the following information:

Event Name: Midwest Fish & Wildlife Conference

Event Dates: January 28 – 31, 2024

Name/Address of Additionally insured:

Midwest Fish & Wildlife Conference

46b Main St.

Winooski, VT 05404

Another insurance option is to purchase an Exhibitor Liability policy under the Midwest Fish & Wildlife Conference total event insurance policy. The event coverage fee to exhibitors is \$65.00. To do this, click on the following link to the Exhibitor Liability Coverage Application: [https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=yVqJSSoyjk\\$](https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=yVqJSSoyjk$)

Shipping:

Packages may be delivered to the convention center within 48 hours of the conference date. Please include the following information on your shipping labels. For outbound/return shipping, please be sure to schedule a pick-up with your preferred carrier.

Denny Sanford PREMIER Center

Midwest Fish & Wildlife Conference, Your Company Name

Booth # (see the accompanying email for your booth #)

1201 N. West Ave.

Sioux Falls, SD 57104

Exhibit Hours:

The exhibit area will have the most attendee traffic during scheduled breaks, lunches and during the Sunday and Monday evening social events. Please refer to the [CONFERENCE SCHEDULE](#) for specific times.

Activity	Time
Set Up	Sunday Jan. 28 th 1:00 – 6:00 p.m.
Vendor Area Open	Sunday Jan. 28 th 6:00 – 8:00 p.m. Welcome Reception
	Monday Jan. 29 th 7:00 a.m. – 5:00 p.m. 6:00 – 8:00 p.m. Poster Session & Trade Show Social
	Tuesday Jan. 30 th 7:00 a.m. – 5:00 p.m.
	Wednesday Jan. 31 st 7:00 a.m. – 10:30 a.m.
Tear-Down	Wednesday Jan. 31 st 10:30 a.m. – 12:00 p.m.

Tradeshow Passport:

Attendees will be given a “Trade Show Passport” with their registration packet. They’ll be instructed to collect stamps from exhibitors in order to receive a raffle ticket for a chance to win great prizes! We will provide you with a stamp when you check in (each exhibitor will receive a different one).

We’re asking each exhibitor to please donate a prize (minimum of \$25 value) for the passport contest. Please email karen@delaneymeetingevent.com by **Monday January 8th** to let us know what your prize donation will be. Your company representative should plan to bring your item to the conference and drop it off at the registration desk during exhibitor set up hours.

Company Representatives:

As part of your sponsorship / exhibit fee, you are entitled to complimentary registrations, which include access to all sessions and meals. The number of complimentary registrations you receive is dependent on your sponsorship level. Please register all staff by **Monday January 8th**.

All staff must register using this link:

<https://cvent.me/bZBGNE?RefId=MidwestAttendeeRegistration>

Be sure to select the Registration Type, "**Sponsor/Exhibitor Representative**". Apply the discount code provided in the accompanying email to change the registration fees to \$0.00.

Hotel & Travel Logistics:

Be sure to visit <https://www.midwestfw.org/logistics.html> for information on the hotel and travel logistics. Please be aware that the cut off date for the group rate at the Sheraton Sioux Falls Hotel is **Saturday January 6th** or when the block is full, whichever occurs first.

Questions?

Contact Karen Forbes, Exhibitor/Sponsor Coordinator

karen@delaneymeetingevent.com

802-448-9078