

## GENERAL INFORMATION

### Location

The vendor show will be held at *The Peppermill Hotel and Casino* located at:

2707 S. Virginia Street  
Reno, NV 89502  
775 826 2121

### Booths

Booths are actual 8x10 carpeted spaces. They come equipped with an identification sign and an optional 8-foot table with 2 chairs and a wastebasket. **You may request extra tables, furniture and electricity, through our events coordinator. Internet WIFI access is complementary, however phone lines, screens, TV's or other necessities are coordinated directly through the hotel.**

### Space Allocation

Booth location is determined on a first come-first served basis. Many of our 2015 attendees took advantage of early registration. *Be sure to send your registration in promptly to avoid disappointment!*

### Applications & Deadlines

2016 booth fee is \$550. Reserved and paid for on/before January 1<sup>st</sup>, 2016.  
2016 booth fee is \$650 if Reserved and paid for on/after January 2<sup>nd</sup>, 2016.

### Participation Policy

Representatives and organizations that have not been assigned official exhibit booth space will be restricted from distributing promotional materials of any type within the Exhibit Hall or any other areas.

### Payments & Refunds

See registration and deadline section regarding costs. A booth cancellation must be in writing 30 days prior to the show in order to receive a refund less a \$50 administration fee.

### Room Reservations

Please call 800 282 2444 to reserve your desired accommodations. *Mention group code **AWSSA16** and that you are attending the WSSA Exhibit Show!* There are Convention Rates for hotel reservations depending on your choice of accommodations *Room Rates per night are: Tuscany Tower \$109.00, Peppermill Tower \$79.00, and Peppermill North/West \$59.00.* If you are flying, make your reservations early to avoid the higher priced flights.

### Electricity, Phone & Internet Access

If you require electricity and or phone lines in your booth, you will need to coordinate that with the Convention Services Contractor and they will be sending information packets directly to you. There will be complementary WIFI available in the Exhibit Hall.

### Shipping information

For large items that will require special handling or unloading with equipment, should be shipped through our convention services, to their designated loading dock. There will be some handling fees for this service. Smaller items that do not need special handling may be shipped to the Peppermill in care of Your Business Representative, which will either be handled through the Business Center or the Bell Desk. There is a handling

charge of \$1.00/pound. If you ship in care of the Business Center keep in mind their business hours of 9:00am to 5:00pm for pick up.

***Set up and access to the Exhibit Hall***

There will be access to the exhibit hall through the loading dock area. If you are displaying vehicles, vehicle move in will begin at 10:00 am through the loading dock area. All other displays will begin move in at 12:00pm.

***Publishing Exhibitor information***

**Attendee and Exhibitor information may be published unless the Attendee or Exhibitor notifies WSSA that their information is not to be published to other Attendees or Exhibitors or General Public.**

**As more information becomes available we will notify you.**

WSSA reserves the right to cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the show manager, incompatible with the general character and objectives of the exhibition.

**PHONE: (307) 760 4075**

**WEB: [www.westernsheriffs.org](http://www.westernsheriffs.org)**

**EMAIL: [James.f.Pond@gmail.com](mailto:James.f.Pond@gmail.com)**

## AGENDA

### Monday February 29, 2016

Exhibitor Check In

10:00 AM

You are welcome to begin your booth set-up from 12:00 p.m.- 4:00 p.m.

**\*\*If you are displaying vehicles be prepared to bring them in the morning\*\***

7:00 pm \*\*\*\*\* ***Presidents Reception, hors d'oeuvres*** \*\*\*\*\*  
(Donation items gratefully appreciated.)

### Tuesday March 1, 2016

7:00 am Exhibitor set-up – BREAKFAST – sponsored by:  
9:00 am Exhibitor show opens  
9:00 am 1<sup>st</sup> class break-30 min ~ sponsored by:  
9:45 am 2<sup>nd</sup> class break– 30 min ~ sponsored by:  
12:00 pm Lunch ~ sponsored by:  
2:30 pm 1<sup>st</sup> class break-30 min ~ sponsored by:  
2:45 pm 2<sup>nd</sup> class break– 30 min ~ sponsored by:  
5:00 pm Vendor show closes for the day/Evening security

### Wednesday March 2, 2016

7:00 am Breakfast in Vendor Hall -Breakfast Sponsored by:  
8:00 am Vendor Show Opens  
10:00 am 1<sup>st</sup> break-30 min ~ sponsored by:  
11:45 pm Lunch ~ sponsored by:  
2:00 pm Business Meeting  
2:00 pm

3:00 pm

Vendor show closes/Booths removed by 5:00 pm

Advance Hotel Reservations---should be made as soon as possible:  
Call Toll free 800-282-2444 using group name of  
Western States Sheriffs Association – Group Code AWSSA16  
Hotel Room Block cutoff date is February 3rd, 2016

**CONTACT:** Jim Pond, Executive Director WSSA or  
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Laramie, WY 82072  
**PHONE:** (307) 760 4075  
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