Partner & Exhibitor Guide

On behalf of the Wildlife Management Institute, thank you for participating in the 90th North American Wildlife & Natural Resources Conference.

Please take some time to review the following important exhibitor & partner 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 the East Tower, 2nd floor, in the Grand Ballroom Foyer and Exhibit Hall. These will be high traffic areas near the main meeting space. There will be an ID sign with your company name on your assigned exhibit table; we do not assign table numbers in advance.

Your exhibit area will include:

- 1 – 8' x 30" skirted Table with 2 chairs
- Standard booth sign with your company name
- Carpeted exhibit area
- Complimentary WiFi (Access by connecting to "GH-GUEST" or "GH-CONFERENCE")

The exhibit area will be open throughout the day on Tuesday, Wednesday, and Thursday. We recommend attending your table during the scheduled break and lunchtimes.

Shipping:

All inbound and outbound shipments will go through the UPS store located at the hotel on the same floor as the exhibit area (2nd floor, East Tower). Exhibitors must go to the UPS store to sign for their shipment. Proper forms must be completed in advance and submitted to UPS.

CLICK HERE FOR SHIPPING DETAILS AND FORM

CLICK HERE FOR REQUIRED CREDIT CARD AUTHORIZATION FORM

Exhibitor Electricity & A/V:

If you require electricity or other a/v services for your exhibit table, you must order this in advance through the Pinnacle Live Galt House Exhibitor AV Portal using this link:
https://pinnaclelive.jotform.com/211864733125151

Please note:
- An error message will be displayed on the portal until equipment and quantity are selected.
- All equipment pricing is per day.
- Exhibitor AV orders cannot be placed until 02/14/2025.
- For any exhibitor orders that are not placed at least 48 hours prior to the event, there will be an upcharge for a rushed order.
- All reservation confirmations and invoices (after the event) will be sent to the email listed in the order process.
- If there are any difficulties placing orders, please refer to the contact information listed on the portal.

Exhibit Hours:

The exhibit area will have the most attendee traffic during scheduled breaks and lunches. Please refer to the CONFERENCE SCHEDULE for specific times

Activity	Time	
Set Up	Monday March 10th Tuesday March 11th	12:00 p.m. – 5:00 p.m. 7:00 a.m. – 8:00 a.m.
Exhibit Area Open	Tuesday March 11th Wednesday March 12th Thursday March 13th	8:00 a.m. – 5:00 p.m. and 6:00 p.m. – 8:00 p.m. during the Welcome Reception 8:00 a.m. – 5:00 p.m. 8:00 a.m. – 5:00 p.m.
Tear-Down	Thursday March 13th	After 5:00 p.m.

Company Representatives:

As part of your partnership / 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 partnership level. Please register all staff by Monday, February 24th.

All staff must register using this link:
https://cvent.me/nv4zaY?RefId=2025AttendeeRegistration

Apply the discount code provided in the accompanying email to change the registration fees to $0.00.

Conference App - Whova:

We will be using Whova for our conference mobile app. This will be the source for the complete, up-to-date conference schedule, conference notifications, etc.

Each exhibitor & sponsor will be provided with a personalized page on the app. We have created the initial framework for your page and have uploaded your basic company information (name, brief description, and logo). If you would like to edit or customize your page, please use the link provided in your email to access a personalized form for your company/organization.

We ask that you please have all of your content uploaded / completed by Monday, February 24th so that your page presentation is finalized before attendees are given access to the conference app. Please refer to this WHOVA SPONSOR/EXHIBITOR GUIDE for step-by-step instructions on how to customize your sponsor/exhibitor page. The guide includes a short, 6-minute, video that walks you through each step. **Please note that we will not be using the "Live Showcase" feature of the Whova app (please do not schedule a Live Showcase).**

Suggestions for Engaging with Attendees:

We highly recommend you (and your company representatives) take some time to explore and familiarize yourself with the Whova conference app. The app is a very useful tool for making meaningful connections with attendees at the conference. Within the Whova app you can create and participate in discussion topics, search for attendees, organize meetups, and collect and export leads. CLICK HERE for a list of suggestions **(including a lead retrieval feature)** and instructions on how to maximize your use of the Whova app to build meaningful connections.

Be sure to share this information with your company representatives who will be on site at the conference.

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Questions?

Contact Karen Forbes, Exhibitor/Sponsor Coordinator
karen@delaneymeetingevent.com 802-448-9078

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