

PUT YOUR BOOTS ON *AND* TWO STEP ON OVER

**As We Are
“Kicking It Up For Child Nutrition”
At the 2017 WVSNA Conference**

Roundup is April 28-30 2017

Exhibit Show April 29th

Saddle up in your jeans, boots,
western duds and ride on in!



2017 Industry Packet





WEST VIRGINIA
SCHOOL
NUTRITION
ASSOCIATION

Feeding Bodies. Fueling Minds.™

TO: Industry Partners

**FROM: Debbie Derico, SNS
Chris Derico, SNS**

DATE: January 13, 2017

SUBJECT: WVSNA Annual Conference Exhibit Show Information

The West Virginia School Nutrition Association Annual Conference will be held at Embassy Suites located in Charleston, WV on April 28, 29, 30, 2017. The exhibit show will be held on **Saturday April 29th starting at 9:45 am**. Packet information is also located on our website at www.westvirginiasna.org.

We would like to invite you and your company to exhibit and be a sponsor of WVSNA. Our conference theme may be familiar as we are Kicking It Up for Child Nutrition in a relaxed atmosphere. If you have additional questions, feel free to contact one of us.

Your attendance is also wanted during our social hour and banquet on Saturday evening! We're celebrating honky tonk style so be sure to join us!

We look forward to hearing from you and seeing you in April.

Debbie Derico, SNS
Child Nutrition Director
Marshall County Schools
214 Middle Grave Creek Rd
Moundsville, WV 26041
304-843-4448 (w)
304-639-7702 (c)
dkderico@k12.wv.us

Chris Derico, SNS
Child Nutrition Director
Lewis County Schools
239 Court Avenue
Weston, WV 26452
304-269-8300 x116 (w)
304-641-6865 (c)
cderico@k12.wv.us

2017 WVSNA Annual Conference
Exhibit Show Information
April 28-30 2017
Embassy Suites, Charleston WV

Make plans now to attend the West Virginia School Nutrition Association Annual Conference. The 2017 Conference will be held April 28-30, 2017 at Embassy Suites, Charleston, WV. The exhibit show will be held on Saturday, April 29th from 9:45 am to 12:15 pm. The Annual Conference is sure to be a lot of fun as our theme will be “Kicking It Up for Child Nutrition”.

Exhibit Show

The exhibit show will take place on Saturday, April 29th beginning at 9:45 am and continuing through 12:15 Noon. The vendor show will be held in one large ballroom. County Directors and WVDE staff will visit the show beginning at 9:45 and continue through the entire show. We hope this will allow directors and industry time to visit and review products. The remainder of our members will visit the show freely from 10:15 to 12:15. Please have your “Kicking it up for Child Nutrition” table ready to be judged by 9:15 am.

Cost

The cost per booth this year is **\$450.00**. Those that also register as an Industry Sustaining Member will be provided a discounted price of **\$425.00**. (Please see the section on Sustaining Member for all sustaining benefits) The exhibit fee includes: one banquet table w/tablecloth and skirting, one chair, and basic electricity, if needed. Special electrical needs and/or the use of Embassy Suites, extension cords, power bars, etc. could involve additional fees. If you need anything special dealing with electricity, please call to discuss.

Set-Up

Set up can begin on Friday, April 28th, starting at **6:00 pm** and then again on Saturday, April 8, 7:00 am. Yes, that is correct, I apologize for the inconvenience; however, set-up cannot begin until 6:00 pm on Friday . We are starting the show later Saturday – 9:45, to give you a little extra time to put the finishing touches on your set-up. Suggested entrance is the Washington Street entrance on the side of the hotel.

Best Decorated Exhibit Space

Congratulations to Schwan’s Food Service, 2016 winner for the best decorated booth. There will be a prize awarded for the exhibitor with the best booth decorated in the conference theme “**Kicking It Up for Child Nutrition**”. The prize will be **ONE FREE BOOTH** at the 2018 Annual Conference. Please be reminded when planning your booth decorations, vendors will be prohibited from attaching any permanent substance to the walls within the ballroom area.

Refrigeration/Oven Needs/Shipment of Large Items

If you need to ship boxes of perishable foods or large equipment items to the hotel before the event, please contact Debbie Derico at dkderico@k12.wv.us for additional information. Shipment of boxes must be sent no more than 48 hours’ week prior to your arrival.

Reservations

A block of rooms is reserved with the conference rate beginning Thursday, April 27th through Saturday night April 29th. The hotel is busy this weekend -make your reservations early. There is also a concert Friday night at the Civic Center.

You are responsible for making your own reservations directly with Embassy Suites. Room Suites reservations can be made by calling Embassy Suites at 304-347-800 or 1-800-EMBASSY or go online at www.embassysuitescharlestonwv.com. You must use "SNA" three letter codename (Group Code) when making reservations to receive the discounted rates. Online you will enter the SNA 3 letter code in the group/convention code space. Reservations should be made no later than March 27, 2017. After that date, the block of rooms will be released to the public.

The rate for single or double occupancy will be \$129.00 plus taxes. For triple occupancy, \$139.00 and quadruple occupancy \$149.00. The quoted rates are prior to all applicable tax.

All room reservations will include complimentary breakfast and the Manager's Reception each evening. Breakfast will be provided weekdays 6:00 AM – 9:00 AM and weekends 7:00 AM – 10:30 AM. The breakfast includes made-to-order omelet station along with your favorite breakfast items. The manager's reception will take place from 5:30 PM – 7:30 PM each evening. This includes complimentary cocktails, non-alcoholic beverages and light snacks. All reservations will include complimentary parking and complimentary WI-FI.

Door Prizes

WVSNA gives door prizes to conference attendees, usually after our banquet on Saturday evening. In the past, exhibitors have generously contributed items for door prizes. Please bring your donation to the exhibitor registration table. Your contributions are very much appreciated. We will make sure to recognize you for your contribution at the time of the drawing.

WVSNA Social Hour and Banquet

We would love for you to join us on Saturday evening for a WVSNA round-up in the Atrium beginning at 5:15 for photo booth fun and some networking during the Managers reception. Our banquet will begin around 6:45. The cost is \$30.00 per person. Remember all Sustaining Industry Members receive two complimentary tickets to the banquet. It's sure to be a rompin'-stompin' good time!

Post Conference Wrap-Up Meeting

We will be holding a meeting on Sunday morning at 8:30am with exhibitors. Chris and I would like to meet to get your feedback about the conference and how we can help to continue to grow our relationships. Place will be in Hospitality Room 221. Please mark on your exhibit form if you will be attending.

Please complete and return the following applications/form:

- Name Badge Form
- Application For Industry Sustaining Membership Form
- Sponsorship Opportunity Form
- Application to Exhibit Form

Name Badge Form

New this year we will be supplying name badges for exhibitors, two name tags **per table** purchased. Please indicate which names and company you would like displayed on the badges. Additional badges can be purchased for \$5.00 each.

Finally, as per your request, Director name badges will be distinctly different from the others.

Name: _____

Name: _____

Company: _____

Company: _____

Name: _____

Name: _____

Company: _____

Company: _____

Name: _____

Name: _____

Company: _____

Company: _____

Name: _____

Name: _____

Company: _____

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Company: _____

Company: _____

Name: _____

Name: _____

Company: _____

Company: _____

Name: _____

Name: _____

Company: _____

Company: _____

Application for Industry Sustaining Membership

An Industry Sustaining Member of the WVSNA may be an individual or may be granted in the name of a company, firm, or organization. Industry Sustaining Members will be recognized for their support of WVSNA and receive these additional benefits:

- Vendor Exhibit Tables for the 2017 conference at the cost of \$425.00 vs the standard \$450.00.
- Recognition in the conference program
- Recognition on the WVSNA website (www.westvirginiasna.org)
- Two WVSNA 2017 complimentary banquet tickets

With these additional benefits why not renew or become a first time member of the WVSNA this year?

Membership fees are **\$200.00**

_____ I would like to become an Industry Sustaining Company Member of the WVSNA. \$200.00

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Were you a Company Sustaining Member last year? _____

Please email me a current company logo in a jpeg or pdf file form.

Application to Sponsor

2017 WVSNA Conference April 28-30, 2017

Exhibit Show April 29, 2017

Please note that selection of sponsorship events will be done on a first come, first serve basis based upon email correspondence with Debbie Derico at dkderico@k12.wv.us confirming which sponsorship you would like to sponsor. Updated sponsorships will be maintained on our website at www.westvirginiassna.org.


Complete application and payment must be received no later than March 17, 2017.

Sponsor Name: _____

Contact Person: _____

Phone: _____

Email: _____


 **Professional Item #1 Sponsor**
Sponsorship will contain WVSNA
One Sponsorship \$ 600.00

Taken

 **Break-out Session Sponsors**
Sponsors will have the opportunity to introduce speaker to break-out session attendees and speak to audience about their company.
Six Sponsorships remaining \$200.00

 **Pre-Conference Session Sponsor**
Sponsors will have the opportunity to introduce speaker to Friday Pre-Conference session attendees and speak to audience about their company.
One Sponsorship \$300.00

 **Room Drops**
\$200.00 plus \$3 per room hotel fee

 **Advertisement in Conference Booklet**
Full Page: \$ 200.00

 **General Session Sponsors**
Sponsors will have the opportunity to introduce speaker to all general session attendees and introduce speaker on behalf of your company.
Two Sponsorships Remaining \$ 300.00

All Sponsorships will include recognition in the conference brochure and website recognition!

 **Banquet – Entertainment**
This years' entertainment will be provided by the Kinkade Sisters, DJ and Karaoke
One Sponsorship \$500.00

Total of all Sponsorships:
\$

**Application to Exhibit
2017 WVSNA Conference April 28-30, 2017
Exhibit Show Saturday, April 29, 2017**

Complete application and payment must be received no later than March 17, 2017 to reserve a table.

Exhibitor Name: (This is how it will appear on all signs & program)

Mailing Address: _____

Contact Person: _____ **Title:** _____

Phone: _____

Email: _____

Additional representatives attending:

Name

Email

Provide a brief description of food products, equipment, or services that you will be providing at the conference.

This may be reprinted in the conference brochure.

Utility Requirements: Will you need to have access to electricity? Yes____ No____

If yes, describe electrical equipment that you will be bringing with you and using in the booth: _____

Number of booths (tables) desired to purchase:

_____# of booths (banquet tables) paid @ \$450.00 each for Non-Members.

_____# of booths (banquet tables) paid @ \$425.00 each for Industry Sustaining Members.

Total Amount for Tables \$_____.

Summary of All Costs:

Total Amount for Extra Name Badges \$_____.

Total Amount for Industry Sustaining Membership \$_____.

Total Amount for Sponsorship Opportunities \$_____.

Total Amount for Banquet Tickets \$_____.

Total Amount for Tables \$_____.

Total Check Amount \$_____.

Make Checks Payable to: WVSNA

**Submit all forms and payment to: Debbie Derico
Marshall County Schools
214 Middle Grave Creek Road Moundsville, WV 26041**

*******Industry Members*******

Will receive two complimentary tickets to the WVSNA banquet Saturday evening; please indicate if you will be attending and how many.

_____ Will be attending banquet
attending

_____ Will not be attending banquet

Post Conference Wrap-up meeting Sunday morning

_____ Will attend Wrap-up meeting, # attending

_____ Cannot attend Post Conference Wrap-up meeting

Applications can be emailed to Debbie Derico at dkderico@k12.wv.us