



2007 WFOA Annual Conference – Kennewick, WA Vendor Information



Shipping Address:

Vendor's Name/Date of Arrival
WFOA Conference/Booth #
C/O Three Rivers Convention Center
7016 W Grandridge Blvd
Kennewick, WA 99336

Conference Center Contact:

Adam Dyes, Sales Manager
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Fax: (509) 737-3729
Email: adyes@3riverscampus.com

Parcels for events held in the Convention Center may be delivered up to two (2) working days prior to the event. A \$1.50 per box storage/handling/delivery fee applies. Parcels should be numbered 1 of 4, 2 of 4, 3 of 4, etc. Your items will be held in a secure area; however, the Convention Center is not responsible for storage of exhibit property or large quantities of parcels. Please, no shipment arrival prior to 09/17/07.

September 18, 2007 (Tuesday) Conference Schedule

1:00 p.m. – 6:00 p.m.	Vendor booth set-up in the Convention Center Great Hall. Booth assignments will be made prior to the event. Booths are 10' x 10' and include pipe and drape, one 8' draped table, two chairs and a wastebasket. Please note Pre-Conference sessions are scheduled from 8:30 a.m. to 5:00 p.m.
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September 19, 2007 (Wednesday) Conference Schedule

6:45 a.m. – 8:00 a.m.	Breakfast
7:45 a.m. – 10:00 a.m.	Conference Opening General Session
9:30 a.m. – 8:00 p.m.	Vendor Booths Open for Business
10:10 a.m. – 12:00 a.m.	Conference Breakout Sessions
12:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 2:20 p.m.	Conference Breakout Sessions
2:20 p.m. – 3:00 p.m.	Vendor Break
3:00 p.m. – 5:00 p.m.	Conference Breakout Sessions
5:30 p.m. – 8:00 p.m.	Reception at Convention Center

September 20, 2007 (Thursday) Conference Schedule

7:00 a.m. – 8:00 a.m.	Breakfast
7:00 a.m. – 2:00 p.m.	Vendor Booths Open for Business
8:00 a.m. – 10:10 a.m.	Conference General Session (Guest Speaker)
10:10 a.m. – 10:40 a.m.	Vendor Break
11:30 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 5:00 p.m.	Conference Breakout Sessions
2:00 p.m. – 6:00 p.m.	Vendor Break-down

All vendor materials must be picked up and/or shipped by 5:00 p.m. Please make your own arrangements.