

2009 WFOA Annual Conference – Bellevue, WA Vendor Information

Shipping Address:

Vendor's Name/Date of Arrival
WFOA Conference/Booth #
C/O Bellevue Convention Center
11100 NE 6th Street
Bellevue, WA 98004

Convention Center Contact:

Stacey Wood, Guest Services Manager
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Fax: (425) 637-0166
Email: swood@meydenbauer.com

Parcels for events held in the Convention Center may be delivered up to two (2) working days prior to the event. 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 09/21/09.

September 22, 2009 (Tuesday) Conference Schedule

1:00 p.m. – 6:00 p.m. Vendor booth set-up in the Convention Center lobbies. Booth assignments will be made prior to the event. Premium booth spaces are available on the fourth floor of the Convention Center. These booths are located just outside the classrooms and are 6' x 10' and include pipe and drape, one 8' draped table, two chairs and a wastebasket. Regular booth spaces are also available in the Exhibit Hall and are 8' x 10' and include pipe and drape, one 8' draped table, two chairs and a wastebasket. Please note Pre-Conference sessions are scheduled from 8:00 a.m. to 5:00 p.m.

September 23, 2009 (Wednesday) Conference Schedule

7:00 a.m. – 8:00 a.m. Breakfast
8:00 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. – 4:50 p.m. Conference Breakout Sessions
6:00 p.m. – 9:00 p.m. Reception at Meydenbauer Convention Center

September 24, 2009 (Thursday) Conference Schedule

7:00 a.m. – 8:00 a.m. Breakfast
7:00 a.m. – 4:00 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
10:40 a.m. – 11:30 Conference Breakout Sessions
11:30 p.m. – 1:00 p.m. Lunch
1:00 p.m. – 1:50 p.m. Conference Breakout Sessions
2:00 p.m. – 2:50 p.m. Conference Breakout Sessions
2:50 p.m. – 3:10 p.m. Vendor Break
3:00 p.m. – 3:50 p.m. Conference Breakout Sessions
4:00 p.m. – 4:50 p.m. Conference Breakout Sessions
4:00 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