



# STATE OF WISCONSIN

## DEPARTMENT OF MILITARY AFFAIRS

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### DIVISION OF EMERGENCY MANAGEMENT

Greg Engle  
Administrator

Tony Evers  
Governor

## February 2023

Welcome to the 2023 Governor's Conference on Emergency Management & Homeland Security! We are so excited to host you as an exhibitor. Your support is crucial to the success of the Governor's Conference, which is a self-sustaining event. Additionally, our attendees greatly appreciate the knowledge and resources that you provide.

This quick reference guide contains much of the information you will need to get settled and ensure a successful show.

### **Booth Information:**

You will find your booth number in your welcome packet and at the registration table. WEM staff will be available to assist you with move-in.

### **Move In:**

Official vendors move in begins at 12:00 pm on Monday, February 27, 2023, and ends at 3:00 pm. The vendor opening ceremony will be at 4:00 pm. During move-in hours, we will have staff available to assist you with move in.

### **Check In:**

All vendors should check in at the Registration Counter in the Conference Center. Registration will be located in the Marriott West Hotel and Conference Center. Check in is available on Monday, February 27th, 2023, from 2:30 pm-5:00 pm, Tuesday, February 28th, 2023, from 6:45 am-4:30 pm, and Wednesday, March 1, 2023 from 07:15 am to 10:00 am.

### **Payment:**

If you haven't yet paid for your vendor space or if you need to pay for additional attendees, please pay your balance by check or credit card (Mastercard or Visa) at the Registration Counter.

### **Conference Hours:**

The conference officially opens on Tuesday, February 28th at 8:00 am and ends at 4:00 pm. On Wednesday, March 1, the conference opens at 8:00 am and ends at 4:00 pm.

### **Exhibitor Hours:**

The exhibits will open on Monday, February 27 with a grand opening ribbon cutting at 4:00 pm. Immediately afterward will be a social with refreshments provided in the exhibitor space until 6:00 pm. On Tuesday, the exhibits will be open from 10:00 am to 3:00 pm, with most attendees visiting during the morning break, lunch hour and afternoon break.

### **Breaks:**

Lunches and breaks will be set up in the vendor exhibit area. Please expect heavy traffic during these times (and during other conference transitions). You are welcome to help yourself to food and beverage during

these times; we have requested that lunches be set out 15-30 minutes early so that you may eat before the attendees arrive. Tuesday breaks are scheduled for 10:00 to 10:30 am, and from 2:15 to 2:45. Lunch is from 12:00 to 1:00 pm. The conference is set to close at 4:00 pm on Wednesday.

**Move Out:**

The vendor exhibits will close at 3:00 pm on Tuesday. You may move out after that time.

**Lodging:**

As a reminder, all lodging expenses and incidentals are paid for separately to the hotel.

**Parking:**

The main parking lot in front of the Conference Center entrance is an ideal area to park and there will be overnight space available at no additional charge.

**Shipping Guidelines:**

Please use the following address to ship all packages:

Madison Marriott West  
1313 John Q Hammons Drive  
Middleton, WI 53562  
Hold for NAME OF SHOW AND DATE XX/XX/2023  
BOOTH NAME, BOOTH NUMBER  
BOX 1 OF 4 (BOX 2 OF 4, ETC)

\* All packages should be scheduled to arrive no more than 72 hours prior to Show date. Packages that arrive prior to that will incur a storage fee in addition to the handling fee.

\* FedEx Air/Ground and UPS Air/UPS Ground have to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel. We do have FedEx/UPS forms on property for your convenience.

\* FedEx Home Delivery is also a ground service and needs to be scheduled by the client in advance for pick up.

\* Form of Payment is a valid FedEx account number or a UPS account number. If no form of payment is applied, the packages will not be shipped.

\* When packages are ready to be shipped out, please have all of the necessary paperwork on all packages (FedEx, UPS Labels) and leave them in the booths for the banquet department to pick up. You are also welcome to call the banquet staff by using any house phone located on the walls of the trade center. Do NOT label them as Marriott being the sender, this is not accurate. Your company and/or name should be listed as the sender.

\* The Marriott Staff will pick up the packages and deliver them to the appropriate pickup area for outgoing shipping.

\* Should you have questions regarding our shipping procedures, please contact Jason Hiestand at 608-831-2000 x 1061, or [Jason.hiestand@atriumhospitality.com](mailto:Jason.hiestand@atriumhospitality.com)

**WEM Points of Contact:**

We are committed to providing you with the best possible service at this year's Governor's Conference. If you have any needs or questions, please do not hesitate to contact us. We'll do our best to accommodate you!

(contact information next page)



Paul Hughes  
(608) 575-2533 cell phone  
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