

# Heartland Meterman Conference – Vendor FAQ's

April 4-6, 2023

The Vail in Old Town – Wichita, KS

Website [www.heartlandmetering.com](http://www.heartlandmetering.com)

Facebook [Heartland Metermans Association](#)

(Conference registration and hotel registration both available on website)

**REGISTRATON DEADLINE:** **March 27, 2024**

## ONLINE REGISTRATION:

- We ask that each company represented pays a portion of the total bill. This includes any Factory Reps, any Manufacturer's Reps, and any Electrical Distributors.
- Please select whether you are responsible for your share of the vendor cost on the registration page. Renee from Hotel at Old Town will then contact you to get your credit card info for payment after the conference is over.

**CONFERENCE LOCATION:** *The Vail*. Address is 210 N Mosley, Wichita, KS 67202.

## VENDOR DISPLAY INFORMATION:

- Each vendor will have a 6' skirted table for display purposes. Please advise if you need electricity at your table.
- Display set up: Monday April 3 (Noon-5 PM) or Tuesday starting at 7 AM.
- Shipping your display? Ship to: **Hotel at Old Town, c/o HMA Conference, 830 E 1<sup>st</sup> Wichita, KS 67202** (Please include your company/name)
- Display tear down: Tuesday evening or Wednesday after lunch.

**VENDOR INTRODUCTIONS:** We will not have vendor introductions in front of the group this year. We ask that you attend opening comments at 9 AM Tuesday.

## VENDOR COSTS:

- Includes rental cost/set up of The Vail.
- Includes coffee/water/iced tea stations, Tuesday reception and any other facility expenses.
- Shared and split equally among all participating vendors. We are targeting a \$400 to \$500 cost per vendor for this conference.

**VENDOR PAYMENT:** Payment and receipt will come from The Vail. Please contact either below to set up payment

- Emalie Gutierrez at The Vail Ph (316) 734-5988 [Thevaillic@gmail.com](mailto:Thevaillic@gmail.com)
- Renee Price, Hotel at Old Town Ph (316) 462-5479 [rprice@hotelatoldtown.com](mailto:rprice@hotelatoldtown.com)
- Please **EMAIL Credit Card Authorization Form** to Emalie or Renee. ***Please take care of this before arriving in Wichita.***
- Due to unknowns of utility and vendor attendance, it is hard to estimate a cost per vendor. However we anticipate the costs should be similar to past years.