

December 30, 2023

2024 CONVENTION DETAILS/REMINDERS FOR ASSOCIATE MEMBERS

The Wisconsin Association of Fairs (WAF) is excited to see you at our annual convention at the Chula Vista Resort in Wisconsin Dells January 7-10, 2024. Below are several details/reminders about the upcoming convention.

Fair Member Contact Information:

Thank you for your 2024 WI Association of Fairs Associate Membership. I have attached a copy of our Fair Members primary contact information. There are two worksheet tabs, one by fair date and one alphabetically. I hope you will find this a helpful resource for the 2024 fair season.

Convention Schedule:

Please use the link below for the latest convention schedule.

<https://www.wifairs.com/p/convention>

Signage:

Associates are only allowed to display posters outside of their hotel room door or in their trade show booth. Posters are not allowed on the walls throughout the hotel. Please keep in mind when displaying your posters that trinkets and easels can become trip hazards. We know you want to encourage our fair members to visit, but we also want to be safe. Associates not adhering to the poster policy may be subject to a fine as determined by the WAF State Board.

WAF will provide signboards in the registration area and throughout the convention facility listing your trade show booths and hotel rooms so fairs can find your business. **Only WAF staff will be updating the boards.** If an Associate makes modifications to the sign boards, they are not adhering to the rules may be excluded from future conventions at the discretion of the WAF.

Check your listing on the Associate Member list for accuracy. If any corrections are needed please leave them at the WAF Registration Desk.

Hotel Check-In:

Check in for your room will take place in the Main Hotel Lobby near the Grand Ballroom. The condo lobby will NOT be open to check in. Check-in is 4:00 PM and check-out is 10:30 AM.

Buffet Breakfast:

A full breakfast buffet is included in the rate of the room with the number of people as listed below. When you check-in you will be given tickets for the breakfast buffet for each morning.

- “ Two-bedroom condo includes 4 tickets.
- “ Three-bedroom condo includes 6 tickets.
- “ Standard room includes 2 tickets.

The breakfast buffet will be located in the buffet downstairs and in the Upper Dells Ballroom.

Both buffets will offer the same menu options. **Tips for the staff working the breakfast are not included, so gratuity for the service is appreciated.**

Chula Vista Liaison:

The Chula Vista Resort has assigned **Renata Prellwitz**, as our hotel liaison, for the duration of our convention. You can call or text her at any time **between 8 AM and 6PM**, at **608-547-7830**, during convention regarding a hotel issue.

Housekeeping Changes:

No housekeeping service will be offered during your stay. Following this current industry standard, hotel rooms are cleaned at the end of your stay. If you need fresh towels, please contact Renata and she will be sure it is addressed.

Garbage:

Chula Vista will plan on picking up garbage throughout the hotel between **9:00-10:00AM Monday-Wednesday** of Convention. Simply put your garbage in the hallway outside your entry door and they'll take care of the rest. No need to do on the day you are checking out.

Waterpark Hours:

Waterpark hours may vary due to staffing so please confirm with the front desk upon arrival for their updated hours or visit the link on our website.

<https://www.wifairs.com/p/convention/chula-vista-hotel>

Getting to know the hotel:

Chula Vista has three buildings all joined together by walkways. To help you navigate around Chula Vista, please keep these things in mind....

Building 2 is the guest suites and condominiums

Building 3 is the North Tower
(located closest to the showcase area)

Building 4 is the South Tower
(located between the convention area and the condos)

Your hotel room will either have four or five numbers.

- “ The first number is the building it is located in.
- “ The second number is the floor the room is located on.
- “ The third and fourth numbers are the room you are located in.
- “ If you have a fifth number, it will be a 0, and means you have a three-bedroom condo.
- “ Example: 2421; is building 2, floor 4, room 21.

WAF Convention Registration:

All convention attendees are required to wear a name badge throughout the convention beginning on Monday. Your badges will get you into all of our convention events, except the banquet as that is a separate charge. There are evening receptions Sunday-Tuesday evenings that include free food and beverage.

Convention credentials (badges and banquet tickets) may be picked in the Grand Ballroom Lobby with our WAF Registration staff.

Our Registration Desk is open during the following hours:

Sunday: 2:00 PM – 8:00 PM
Monday: 8:00 AM – 4:00 PM
Tuesday: 8:00 AM – 4:00 PM
Wednesday: 8:00 AM – 4:00 PM

Trade Show:

Our trade show is completely full. All participants in the trade show should have received an email confirmation from me with the booth assignments. If you have not, and thought you reserved a booth, please let me know ASAP.

The trade show will take place in Ballrooms A-I. This area is on the main floor of the convention facility and will accommodate all Associate booths in the same area. During trade show hours, we keep our other events to a minimum, such as workshops. We want to give our fairs every opportunity to meet with you.

Setup and Tear Down Hours:

Booth setup can be done on Monday, January 8 from 9 AM – 1:00 PM.

Booths are to be cleared between 4:00 PM and 6:00 PM on Tuesday January 9.

Booths are to be OPEN AND STAFFED during the following hours:

Monday, January 8, 1:00 p.m. – 4:00 p.m.

Tuesday, January 9, 12:00 p.m. – 3:00 p.m.

Included in the booth will be a 2' x 8' draped and skirted table and one chair. The Chula Vista Resort has wireless internet throughout the facility. **If you required a 110-volt electricity, an additional \$25 fee was charged.** If you needed electricity, but did not reserve it, please let the WAF office know asap. Electricity requests at this time will be charged \$100. **You are responsible for providing your own electrical cord.**

Strolling:

We have a few strollers for this year's convention. Strolling may take place only during the times the trade show is open and takes place in the hallways outside of the trade show.

“Strolling” is defined as any entertainment-based act that's main purpose is to perform their act while moving through the grounds. Only acts that would normally stroll at a fair are eligible to stroll at convention.

Showcase:

We are excited about our Showcase lineup. Not only do we have two evenings of showcasing, but we also have a Family Showcase taking place on Tuesday morning in the Grand Ballroom. All acts showcasing received details from Jaime Kwiatkowski from the WI State Fair.

Live showcases are only permitted in the “official” showcases that are scheduled by WAF. **Live**

showcasing in your hotel rooms in is NOT permitted both due to volume to other guests and because we host official showcase times for all of our convention attendees to attend.

Carnival Night:

Special thanks to Deb Gotlibson for coordinating Carnival Night. This reception will be held on Sunday evening and is sponsored by members of the carnival industry. Enjoy free food and beverages while socializing with our carnival members. In addition, a 50/50 Raffle will be held with the proceeds going back to the WAF to help with our evening receptions.

Auctions:

The Fairest of the Fairs Auction will take place on Monday at 5:00 PM. The Silent Auction will be held on Tuesday. You can bring your auction items to the Riverview South between 12:00PM and 12:30 PM. Silent auction items will be available for bidding from 3:30 PM-4:30 PM and again from 6:00 PM-7:00 PM. Winning bidders will be announced during the beginning of the evening showcase.

We are once again accepting payments for your purchases in cash, check, Master Card or Visa for both auctions.

Associate Member Election Results:

Thank you for voting for the Associate Director position on the WAF Board. The election results have been calculated and Chris Engebretsen is our new Associate Director. We'd like to thank Rick Frenette, from Fair Advantage, for serving as the Associate Member representative for WAF for the past four years.

Associate Member Meeting:

On Tuesday from 10:30-11:00 AM, an Associate Member meeting will be held. This is a short meeting to discuss any concerns or suggestions for the convention. All Associates are welcome to attend. It will be held in the center of the trade show, in Ballrooms A-I.

If you have a booth in the trade show, you will have access to your booth on Tuesday between hotel check out and the start of the trade show at noon.

Thank You:

Thank you again for participating in the upcoming convention. We are excited to see you! If you have any questions about any of the information, please don't hesitate to contact me. We look forward to seeing you at convention.

Jayme