



The West Virginia Society for Respiratory Care, Inc.
(Tax ID# 55-0686969)
1027 Valley Road
Charleston, WV 25302

September 16, 2017

Subject: Vendor Invitation Letter

Dear Representative:

The West Virginia Society for Respiratory Care (WVSR), a 501c6 non-profit educational organization, would like to invite you to take part in our health care conference. The goals of the event are to increase the knowledge and capabilities of healthcare professionals working with patients with lung disease. The individuals participating will be WVSR members, respiratory therapists, nurses and students. As an exhibitor/vendor, we would like your company to provide information pertaining to the diagnosis, education, management, and/or treatment of lung disease. This can include equipment or medication demonstrations and products, educational or informational fliers and brochures, and other material that may be pertinent to this conference.

For your information, the event details are provided below.

Date of the conference: February 1-2, 2018

Location: Canaan Valley Resort and Conference Center, Davis, WV

Contact person/phone number: Cynthia A. Keely, WVSR President; 304-549-0296

Suggested arrival time to set up booth: Wed. Jan 31st after 4pm; or Thurs. Feb 1st from 7am-8:00am

Conference hours: Feb 1: 7:00am-1:45pm and 5:30pm -7:00pm; Feb 2: 7:00am – 1:00pm

Estimated number of attendees: 100

Number/size of tables per booth: One 6-8 ft. table per vendor unless additional requested

Number of chairs: 2

Tablecloths: (standard white provided by facility)

Participation fee: \$600 per vendor

Note: Exhibit area is separate from the lecture area for continuing education units.

Special Event Sponsorship opportunities are also available. Please see the WVSR Exhibitor Vendor Form 2018 for details.

All companies, for-profit, non-profit, and government are invited to participate as vendors for this event.

If you agree to participate, please complete the WVSR Winter Conference Exhibitor Vendor Registration Form and return it by January 16th to Cynthia Keely. Make checks out to **The West Virginia Society for Respiratory Care, Inc.** and mail to Cynthia Keely, 1027 Valley Road, Charleston, WV 25302. Online registration and sponsorships will also be made available at www.wvsr.org for registration and payment via credit card. If you have any questions, please do not hesitate to contact me or a member of the WVSR Board of Directors.

Cynthia A. Keely, WVSR President

Cell: 304-549-0296 email: Cynthia.keely@gmail.com

Thank you for considering participation in our conference.

Sincerely,
Cynthia A. Keely
WVSR President