



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

September 27, 2023

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, hospital and clinic-based respiratory therapists, Pulmonary Function lab and Sleep lab staff, Pulmonary Rehab staff, DME staff, Homecare staff, nurses and Respiratory Therapy 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.

Dates of the conference: Thursday February 1 and Friday February 2, 2024

Location: Canaan Valley Resort and Conference Center, 230 Main Lodge Rd, Davis, WV 26260

Contact person/phone number: Cindy Keely, WVSR Conference Chair, 304-549-0296

Suggested arrival time to set-up booth: Wed. Jan 31 after 5pm; or Thurs. Feb 1 from 7am-8:00am

Conference hours: Feb 1: 7:00am-7:30pm; Feb 2: 7:00am – 12:00pm

Estimated number of attendees: 150

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 – fee is for vendor space only (with up to 2 staff)

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

**WVSR Non-profit W9 certificate available upon request.

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

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

If you agree to participate, return the completed WVSR Winter Conference Exhibitor Vendor Registration Form and check payment by January 15, 2024, to Cynthia Keely. Make checks out to **The West Virginia Society for Respiratory Care, Inc.** and mail to Cynthia Keely, c/o WVSR Winter Conference, 1027 Valley Road, Charleston, WV 25302. **Online registration and sponsorship payments** will be available at www.wvsrc.org for 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 Delegate, Conference Planning Committee Chair

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

Thank you for considering participation in our conference.

Sincerely,

Cynthia A. Keely, BA, RRT, LRTR