



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

April 18, 2025

Subject: Exhibitor Invitation Letter

Dear Prospective Exhibitor:

The West Virginia Society for Respiratory Care, Inc. (WVSRC), a 501c6 non-profit and chartered affiliate of the American Association for Respiratory Care (AARC), invites you and your organization to exhibit at our conference. The event's goals are to increase the knowledge and capabilities of healthcare professionals working with patients with lung disease. The individuals participating will be AARC/WVSRC members and non-members, hospital and clinic-based respiratory therapists, Pulmonary Function staff, Sleep lab staff, Pulmonary Rehab staff, Durable Medical Equipment company staff, Home Care staff, registered nurses, respiratory therapy students, and other healthcare providers. As an exhibitor, we would like your company to provide information pertaining to the diagnosis, education, management, and/or treatment of lung disease, as well as organizations who have a vested interest in respiratory therapists. This can include but not limited to equipment or medication demonstrations and products, educational or informational fliers and brochures, recruiters, and materials pertinent to this conference. Additionally, we also welcome organizations who employ or recruit specific specialty services and staff.

Event details:

Dates of the conference: Wednesday, September 10 and Thursday, September 11, 2025

Location: The Erickson Alumni Center, 1 Alumni Drive, Morgantown, WV 26506, phone: 304.293.4731

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

Booth Set-Up Times: Tues. Sept 9 after 4pm; or Wed. Sept 10 between 630am-7:30am

Conference hours: Sept 10: 7:00am-4:30pm; Sept 11: 7:00am – 12:00pm

Estimated number of attendees: 180

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

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

****WVSRC** W9 and Non-profit certificate available upon request.

EARLY EXHIBITOR FEE: \$600 per exhibit space – fee is for exhibit space only (maximum 2 staff)

- If your company wants to have more than 2 representatives attending, there is an additional fee of \$50.00 for each representative. Maximum of 2 additional staff permitted.

Early Exhibitor Registration Ends August 9, 2025. After August 9th each exhibitor space will cost \$700.

Exhibitors are permitted to purchase more than one table to accommodate a larger space and/or additional representatives.

Continuing Education: Exhibitor staff who are RRT or CRT will be provided CEU/CRCE certificate for the lectures attended. Exhibitor staff who are RNs licensed in WV can receive CEU certificate for lectures they attend.



Grant For Participation: If your organization requires the WVSRC to complete an online application or form(s) to receive an unrestricted or restricted grant for you to attend as an exhibitor and/or provide a presenter for this event, please notify the WVSRC with details as soon as available to begin this process.

Sponsoring a Speaker: If you or your organization is interested in sponsoring a speaker for the conference, send an email to events@wvsrc.org with your contact information. The WVSRC will contact you with more information. By sponsoring a speaker, you may receive special pricing for your exhibit booth.

Special Event Sponsorships are available. Please see the WVSRC Exhibitor and Sponsorship Form and website for details.

Event Lodging: a discounted block of rooms will be available for attendees and exhibitors at the Holiday Inn University Place, 1188 Pineview Dr, Morgantown, WV 26505. Rooms are \$104+ tax for one King or \$109+ tax for 2 Queen bedrooms. The link for the discounted block will be shared soon!

Exhibitor and Sponsorship Registration Due by August 27, 2025:

How to Register:

- **By Mail:** complete and return the WVSRC Exhibitor and Sponsorship Registration Form
Make the check payable to: The West Virginia Society for Respiratory Care, Inc.
Mail check payment to:
Cynthia Keely
c/o WVSRC Fall Conference 2025
1027 Valley Road, Charleston, WV 25302
- **COMING SOON! Online Registration:** go to www.wvsrc.org for secure registration and payment with a major credit card. We will update all prospective vendors as soon as this payment option is available.

If you have any questions, please do not hesitate to contact Cindy Keely at cynthia.keely@gmail.com directly, or email our [new events@wvsrc.org](mailto:events@wvsrc.org) to connect with the WVSRC Board of Directors and the Conference Planning Committee.

Thank you for considering participation in our conference!

Sincerely,
WVSRC Board of Directors

Cynthia A. Keely, BA, RRT, LRTR
WVSRC Conference Planning Committee Chair
email: Cynthia.keely@gmail.com
Website: www.wvsrc.org

The West Virginia Society for Respiratory Care (WVSRC) is a chartered affiliate of the American Association for Respiratory Care (AARC) – to become a member or renew your membership visit www.aarc.org.

The WVSRC is an approved provider of continuing education by the West Virginia Board of Respiratory Care (WVBORC) and the WV RN Board #1997-0171RN.

Application will be submitted to the American Association for Respiratory Care (AARC) for 10 CRCE for this event.