



Dear Vendor,

We cordially invite you to participate in the 2019 Asante and Northwest Region of the Wound Ostomy Continence Nurses Society (NW Region WOCN) Conference to be held October 18th and 19th at the Inn at the Commons in Medford, OR. The NWR WOCN includes Alaska, Idaho, Montana, Oregon and Washington. Our annual conference provides affordable education to health professionals interested in the wound, ostomy and continence specialties as well as support to WOC nurse counselors and youth attending the Youth Rally camp.

We will have a 2000 sqft vendor space with 6-foot tables available. The hotel is providing the table skirts, trash cans and 2 chairs. Internet access is shared through the public hotel network. You will be provided a list of attendees who agree to share their contact information. All displays will be in a separate location, away from the CME activity according to ACCME Standards for Commercial Support. All education content is planned in accordance with medical executive direction, with highest vote on education content by the active staff members. It is our desire to insure balance, independence, objectivity and scientific rigor in all educational activities. We do not allow involvement of our speakers in the line of surrounding activities outside of our CME written agreement, nor is there to be reimbursement or labeled materials utilized in the education content, as it would be regarded as 'conflict of interest' which will disqualify *AMA PRA Category 1 credit*. To better showcase your products and services, we are planning to set up the food and beverage stations in the back of the exhibit hall. Your tables will be in a secure location and can be left set up throughout the entire conference.

The fee per table is \$500, which includes registration for two representatives and meals. After 9/1/19, the table price will be \$550. A fee of \$50 will be charged for each additional vendor representative. Due to seating limitations in the program rooms, each vendor will be expected to register for the conference if they want to attend the presentations and obtain CEU's. If you have not registered for the conference, please do not take seating at the tables. There will be a few extra chairs in the back for people who just want to "pop-in."

For your convenience, our registration process is online at www.nwregionwocn.org. Please complete the online registration form and submit your fee to secure your space*. We would like to offer you an opportunity to provide additional support by sponsoring a meal, event or speaker**. Sponsor levels are listed below. This extra support will be recognized during the conference and on our printed material. We are tremendously grateful for your support!

The exhibit hall will be open for vendor set up Friday, October 18th at 6:00am and will open for conference attendees and breakfast at 7:00am. Please see below for shipping information*** if you would like to ship materials directly to the hotel. We will then offer a morning break, lunch and

afternoon break with vendors. From 6:30-9:00pm we will be hosting our annual Youth Rally Auction and would love for you to attend. If you cannot stay with us until Saturday, tear-down is from 4:30-5:30pm. Saturday, October 19th we are planning another breakfast and afternoon break with vendors. Tear-down is after 1:45pm .

Please note: We want to respect your time constraints but respectfully request you **not** tear-down during our activities or functions with other vendors as it is distracting and confusing for attendees who believe all exhibits are closing.

For any questions, concerns or for more information please feel free to contact me at Nicole.L.Kindel@kp.org or 971-310-4868.

Nicole Kindel BSN, RN, CWOCN

2019 NW Region of the WOCN Conference Planning Committee

Tax ID #25-1251887 (a copy of our W9 is available at NWregionwocn.org under the “forms” tab)

*If you are paying by check, please make the check out to **NW Region WOCN** and submit to:
NW Region WOCN
PO Box 1221
North Plains OR 97133

****Sponsor Levels**

Diamond Sponsor: \$2500.00 (includes table, 2 conference registrations, 2 tickets to Auction)
Platinum Sponsor: \$1500.00 (includes table, 2 conference registrations, 2 tickets to Auction)
Gold Sponsor: \$500.00
Silver Sponsor: \$250.00

*****Shipping to Inn at the Commons:**

Please ship items directly to the Inn at the Commons and include the following information:

Name of Individual – Person claiming the package

c/o Inn at the Commons

NW Wound Ostomy Conference

200 N. Riverside Ave

Medford, Oregon 97501

Lodging services:

- A reduced rate for conference attendees/vendors is available at Inn at the Commons for the dates of the conference as well as 3 days before and after. Rates start at \$95.00 plus 10.8% tax per night. The reservation cut-off date is Friday, September 20, 2019. All rooms are nonsmoking.

To make a reservation:

- Book online through the hotel website using the custom booking link for the conference: <https://www.reseze.net/servlet/SendPage?hotelid=1515&skipfirstpage=true&page=308759>
- Call the hotel directly at **541-779-5811** and request **Asante Wound Care Conference** group rates.