



Dear Vendor,

We cordially invite you to participate in the 2020 Northwest Region of the Wound Ostomy Continence Nurses Society (NW Region WOCN) Conference to be held August 7th and 8th at The Hotel Captain Cook in Anchorage, AK. 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 4000 sqft vendor space with 6-foot tables available. Internet access is shared through the public hotel network. 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. You will be provided a list of attendees who agree to share their contact information.

The fee per table is \$500, which includes registration for two representatives and meals. After 7/1/20, 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 our event**. 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, August 7th 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 6:00-9:00pm 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 after 5:15pm. Saturday, August 8th we are planning another breakfast and afternoon break with vendors. Tear-down is after 1:00pm .

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

2020 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

Platinum Sponsor: \$1500.00

Gold Sponsor: \$1000.00

Silver Sponsor: \$750.00

*****Shipping to The Hotel Captain Cook:**

c/o The Hotel Captain Cook

NW Wound Ostomy Conference

939 West 5th Avenue

Anchorage, AK 99501

The Hotel will only accept pre-paid packages. Any packages delivered C.O.D. will be refused by the Hotel and no notification will be made by the Hotel to the shipper. All packages must contain a label giving the following information:

1. Return Address
2. Name of Group – NW Region WOCN
3. Meeting room name and date, if available
4. Name of guest who will claim packages
5. Date of that guest’s arrival

The Hotel shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group’s responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods. Materials shipped to the Hotel prior to event may be assessed a fee per box for storage, handling and delivery

Lodging services:

- A reduced rate for conference attendees/vendors is available at The Hotel Captain Cook for the dates of the conference. Rates start at \$285.00 per night. The reservation cut-off date is Monday, July 6, 2020. All rooms are nonsmoking.

To make a reservation:

- Book online through the hotel website using the custom booking link for the conference: [NW Region WOCN-RWOCN20](#)
- Call the hotel directly at **(907)276-6000** and request **NW Region WOCN** group rates.