

January 2023

Dear medical product and service vendors,

We are pleased to announce that the North Central Regional Trauma Advisory Council (NCRTAC) is hosting our **NCRTAC Trauma Conference 2023** on Thursday, April 13. The conference will be held at Northcentral Technical College, 1000 W. Campus Dr., Wausau, WI. The primary audience is anticipated to be nurses and emergency medical service (EMS) personnel although other trauma care providers may attend. We are limited to 120 participants on site, but we will also be live-casting to an unlimited number of online attendees and we will promote and thank vendors through that platform as well.

We would like to offer you the opportunity to exhibit your products or services at this conference. A fee of $250 will provide you with one – six foot long, skirted display table. Space to park a demo ambulance or two outside near the main doors will be available if needed. Contact me for more details. Space is limited so don’t wait!

Participants will have the opportunity to view your display during the registration period, during a morning break and during the lunch break. We would ask that your display be in place from 7:30 a.m. until 1:00 p.m. (Contact me if you need to set up the previous evening.) The conference runs through 4:30 p.m.

There are two options for registration and payment.

**1)** On-line registration with credit card payment. (Additional processing fee applies). Proceed to <https://tinyurl.com/tztw9u3h> (a link is also available from our conference website <http://www.ncrtac-wi.org/conference.html> ). Please also send me an email or this form if you register by credit card to be sure I have all the correct information about you.

**2)** Paper registration with check payment (no processing fee). Please complete the attached registration and send it to me with your check. Payment check should be made out to **NCW HERC** (our fiscal agent).

**Logo promotion**

Vendors that register before February 10, 2023 may elect to have their name and/or logo included on the electronic conference brochure and the conference website. Refund of registration fees is not available to vendors that choose this.

Should you have any questions or concerns, please do not hesitate to contact me. Thank you for considering this request to exhibit at the NCRTAC Trauma Conference. We look forward to hearing from you in the very near future.



Michael Fraley

RTAC Coordinator

North Central Regional Trauma Advisory Council

PO Box 23

Woodruff WI 54568

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(715) 892-3209

North Central Regional Trauma Advisory Council

NCRTAC Trauma Conference 2023

**Vendor Registration Form** (Form is Word-fillable or may be printed and filled in.)

|  |  |
| --- | --- |
| Company name |  |
| Contact name |  |
| Address |  |
| Phone |  |
| Email |  |
| Brief description of product(s) and/or service(s) you will be displaying |  |
| Payment method | A check for **$250.00** made out to **NCW HERC** is enclosed.  A check request has been submitted to my organization. Please reserve a space for us. |
| Credit card payment – additional processing fees will apply (The charge may appear as “Eventbrite” or “EB” on your credit card statement.)  \*\* For **credit card payment** please go to <https://tinyurl.com/tztw9u3h> |
| Vendor Name/Logo in Conference Brochure  (Deadline 2/10/23) | Please include our company name/logo in the electronic conference brochure. I understand that cancellation refund is not available if I chose this option. |
| Signature |  |

**CANCELLATION Policy**: No cancellations will be accepted after March 31, 2023. Fees charged by Eventbrite for credit card payment or cancellation are not refundable.

Return form and registration fee to:

Michael Fraley - NCRTAC

PO Box 23

Woodruff WI 54568-0023

Please do not hesitate to contact me at [Michael.Fraley@NCRTAC-WI.org](mailto:Michael.Fraley@NCRTAC-WI.org)

\*\* **Door Prizes** will be given to attendees via random drawing at the end of the day. If you would like to donate a door prize, please let us know and bring it the day of the conference.