

January 2018

Dear medical product and service vendors,

We are pleased to announce that the North Central Regional Trauma Advisory Council (NCRTAC) is sponsoring our **NCRTAC Trauma Conference 2018** on Friday, April 27. The conference will be held at The Plaza Hotel and Suites, 201 N. 17th Ave, 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 planning for 150 attendees.

We would like to offer you the opportunity to exhibit your products or services at this conference. A fee of $300 will provide you with one – six foot long, skirted display table. We have moved the vendor area to the atrium where lunch will be served. We feel this will be a much better area for you as it will be quieter, roomier and better lit. The down side is that it cannot be secured overnight. You are still welcome to set up displays the evening of April 26th and we can lock any items you wish in a nearby room.

Participants will have the opportunity to view your display during the registration period, during a morning break (extended to 30 minutes) and during the lunch break. We would ask that your display be in place from 7:30 a.m. until 1:00 p.m. The conference runs through 4:30 p.m.

In order to facilitate our conference planning, we would appreciate a response to this request no later than April 6, 2018.

There are two options for registration and payment. **1)** On-line registration with credit card payment. Proceed to <https://goo.gl/m9EMBZ> (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. Please complete the attached registration and send it to me with your check. Payment check should be made out to **The Non-Profit Helping Hand Foundation** (our fiscal agent).

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

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Woodruff WI 545468

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(715) 892-3209

North Central Regional Trauma Advisory Council

NCRTAC Trauma Conference 2018

**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 **$300.00** made out to **The Non-Profit Helping Hand Foundation** 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  \*\* For **credit card payment** please go to <https://goo.gl/m9EMBZ>  The charge will appear as “**Eventbrite**” on your credit card statement.  (PLEASE ALSO submit this form to me if online payment is chosen as the site only allows basic demographic information) |
| Signature |  |

**CANCELLATION Policy**: No cancellations will accepted after April 19, 2018. 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@Wisconsin.gov](mailto:Michael.Fraley@Wisconsin.gov)

\*\* **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.