

December 2019

Dear medical product and service vendors,

We are pleased to announce that the North Central Regional Trauma Advisory Council (NCRTAC) is holding our **NCRTAC Trauma Conference 2020** on Friday, April 24. The conference will be held at The Westwood Conference Center, 1800 Westwood Center Blvd, Wausau, WI. The primary audience is anticipated to be nurses and emergency medical service (EMS) personnel although other trauma care providers including physicians and pharmacists may attend. We are planning for 175-200 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.

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. 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 3, 2020.

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/tqp4vgj> (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 **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

PO Box 23

Woodruff WI 54568

[Michael.Fraley@NCRTAC-WI.org](mailto:Michael.Fraley@NCRTAC-WI.org)

(715) 892-3209

North Central Regional Trauma Advisory Council

NCRTAC Trauma Conference 2020

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

|  |  |
| --- | --- |
| Company name |  |
| Contact name (representative attending conference) |  |
| 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://tinyurl.com/tqp4vgj>  The charge may 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 be accepted after April 19, 2020. 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.