



Wisconsin Association of Blood Banks - 2010 Fall Seminar

September 29 and 30, 2010, Country Springs Hotel, Waukesha, WI

Dear Prospective Exhibitor:

I am writing to inform you that the Wisconsin Association of Blood Banks (WABB) will be holding its 32nd annual fall seminar in Waukesha, Wisconsin on Wednesday, September 29 and Thursday, September 30, 2010 at the Country Springs Hotel.

We would like to invite your company to participate in the sixth annual vendor fair, which will run concurrent to the fall seminar. Once again, this should be an excellent opportunity for you to showcase your product line with attendees from around the state of Wisconsin and surrounding areas.

The WABB is a professional organization dedicated to providing educational opportunities for personnel who prepare blood products and provide transfusion services to patients throughout Wisconsin and surrounding states. In past years, from 90 to 120 laboratory professionals have attended the seminar each day.

We will have approximately 16 exhibit spaces available this year. Please return the completed form with payment as soon as possible to reserve your table. If you are not able to take part in the exhibits, but wish to provide sponsorship for the event, a sponsorship option is also included. Sponsorship for the brochures, speakers, breaks and meals are always appreciated. This entitles you to recognition in our newsletter, a company link from our website and recognition at the event.

We thank you for your continued support of WABB and look forward to seeing you in Waukesha. Please contact me if you have any questions.

Exhibit Chair – Wisconsin Association of Blood Banks

Booth Information

Each booth rents for \$600. The contract and payment are due no later than **August 1, 2010**. Checks should be made payable to the **Wisconsin Association of Blood Banks**, along with the completed Exhibition and Sponsorship form, mailed to:

American Red Cross
c/o John Haas, Wisconsin Association of Blood Banks
4860 Sheboygan Avenue
Madison, WI 53705

Booth rental includes two conference registrations. Additional meal tickets can be purchased for \$18.00/person.

Exhibit Service Contractor

The Country Springs Hotel is handling all exhibit services. Items may be shipped to the Country Springs Hotel at the address below. Be sure to include WABB Conference in the address.

Marc Dannecker Director of Catering Country Springs Hotel P.O. Box 2269 Waukesha, WI 53187-2269 262-970-5278; fax: 262-547-6884; email: marcd@countyspringshotel.com

Hotel Arrangements

A block of rooms has been reserved for \$99.00 plus tax per night, without Water Park, \$129.00 with Water Park privileges. When making reservations, indicate that you will be attending the Wisconsin Association of Blood Banks Seminar. For reservations call 262-547-0201 or via their website at www.countryspringshotel.com. Cut off date for block reservations is August 28, 2010.

Exhibitor Rules and Regulations

Contract for Space: The application for space and the formal notice of assignment constitutes a contract for the right of use the space allotted. In the event of fire, strikes or other uncontrollable circumstances, this contract will not be binding.

Use of Space: No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the knowledge and consent of the convention committee. Aisles must be kept clear. Exhibitors must comply with all safety, fire and health requirements during set-up, operation and teardown.

Exhibit Space: Each exhibit space will have one 6 ft skirted table, 2 chairs. A 110 electrical hook-up is optional. Exhibit colors will be white and black. Exhibit space will be assigned in the order contracts and payment are received.

Hours of exhibit: Set-up is on Tuesday, September 28 after 7:00pm or Wednesday, September 29 from 7:00am until 8:00am. Exhibit hours are during two half-hour break out sessions and a one hour lunch per day. Plus a Vendor Reception occurs on Wednesday evening from 4:45pm to 6:00pm.

Exhibit hall admittance/badges: Exhibitors must furnish the committee with an advanced list of all their representatives. Badges will be required to be admitted into the exhibit hall for all convention attendees, including exhibitors.

Liability: WABB and any officers or committee members of the same, will not be responsible for the safety or property of the exhibitors, their agents or employees, from theft, damage or fire, accident or other cause, but will use reasonable care to protect the exhibitors from such loss. Exhibitors wishing to insure their goods must do so at their own expense.