October 6, 2017

Dear Hands-on Relay Participant,

On behalf of the Hands-on Relay School Steering Committee, I would like to invite you to participate in the 35th Annual Hands-on Relay School Supplier's Showcase. The Supplier's Showcase is an opportunity for manufacturers to display and promote their products and services to the students of the Hands-on Relay School.

The Supplier's Showcase will be held again this year at the Best Western University Inn, located at 1516 Pullman Road, Moscow, Idaho (8 miles east of Pullman), phone number (800) 325-8765 or (208) 882-0550, on Tuesday, March 13, 2018, from 6:30 pm - 9:00 pm. Set-up time begins at 3:00 pm, and dismantling of displays must be completed after the Showcase ends at 9:00 pm. Each manufacturer will be allowed up to two 6' tables of space, or approximately 12' of space if desired. Please remember to bring your own power strips and extension cords. Please complete the attached form to reserve your space. Refer to the enclosed map to make your choice. Space will be assigned on a first-come, first-served basis when forms are received, with every effort made to ensure you get your first or second choice. Also, indicate if there are companies you do not want to be beside. You may mail it or fax it back to me by February 28, 2018.

During the Supplier’s Showcase we would again like to host a reception with light hors d'oeuvres and beverages. In order to help support this reception, we are requesting a minimum donation of $375. If there is sufficient money after catering costs have been covered, we would also like to purchase some door prizes to be given away at the end of the evening. You are welcome to have items at your display area (such as hats, mugs, key chains, etc.) but we ask that you do not provide your own door prizes. If you intend to bring give-aways, please be sure to supply enough for the 300-350 potential visitors. If you need additional information, please contact me at (509) 335-4248.

We hope you will be able to participate in the 2018 Hands-on Relay School Supplier's Showcase. For more information on the school and the schedule, you can find the brochure on our website at http://cm.wsu.edu/hrs. If you have any questions please call or e-mail, tlkirk@wsu.edu. Thank you in advance for your support and sponsorship.

Sincerely,

Tamara Kirk, Events Coordinator
35th Annual Hands-On Relay School
Supplier’s Showcase (#2088)

Company Name: ____________________________________________
Company Address: __________________________________________
City/State/Zip: _____________________________________________
Contact Person: ___________________ Email: ___________________
Phone: ___________________ Fax: ___________________

Representatives who will be attending the Supplier’s Showcase (please include contact information if different from above):
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

We are asking exhibitors to sign up for a specific space in the area they would like to be placed. Please refer to attached hotel diagram form and note the top three spots you prefer. We cannot guarantee your choice. You will be contacted if your first three choices have already been taken. Return this form by fax to: 509-335-7781.

Choice #1: ___________________ Choice #2: ___________________ Choice #3: ___________________

Please list any competitive company that you do NOT want to be beside: __________________________________________

Please send payment of $375 in care of Tamara Kirk, payable to WSU Conference Management.
Please return this form by February 28, 2018, at the address below:

PO Box 645222, Pullman, WA 99164-5222
Phone: 509-335-4248       Fax: 509-335-7781
Email: tlkirk@wsu.edu

☐ Check enclosed (Payable to WSU, in US funds drawn on a US bank)
☐ To pay with Visa or MasterCard, please call 509-335-3530 after submitting this form.
☐ PO # ____________________ Bill to: ____________________

We look forward to seeing you at the 2018 Annual Hands-On Relay School Supplier’s Showcase
Supplier's Showcase
Hands-on Relay 2018
March 13, 2018
6:30-9:00pm

= Power supply

= One 8-foot table

= Two 6-foot tables

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**Please note: This is not drawn to scale**