



September 22, 2015

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 33rd 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 15, 2016, 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 19, 2016.

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 250-300 potential visitors. If you need additional information, please contact me at (509) 335-4248.

We hope you will be able to participate in the 2016 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](mailto:tlkirk@wsu.edu). Thank you in advance for your support and sponsorship.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamara Kirk".

Tamara Kirk, Events Coordinator

# 33<sup>rd</sup> Annual Hands-On Relay School Supplier's Showcase (#2086)

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 to **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 19, 2016, at the address below:

PO Box 645222, Pullman, WA 99164-5222

Phone: 509-335-4248 Fax: 509-335-7781

Email: [tlkirk@wsu.edu](mailto:tlkirk@wsu.edu)

- Check enclosed (Payable to WSU, in US funds drawn on a US bank)
- Visa/MasterCard # \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV# \_\_\_\_\_  
(Required)
- PO # \_\_\_\_\_ Bill to: \_\_\_\_\_

**We look forward to seeing you at the 2016 Annual Hands-On Relay School Supplier's Showcase**

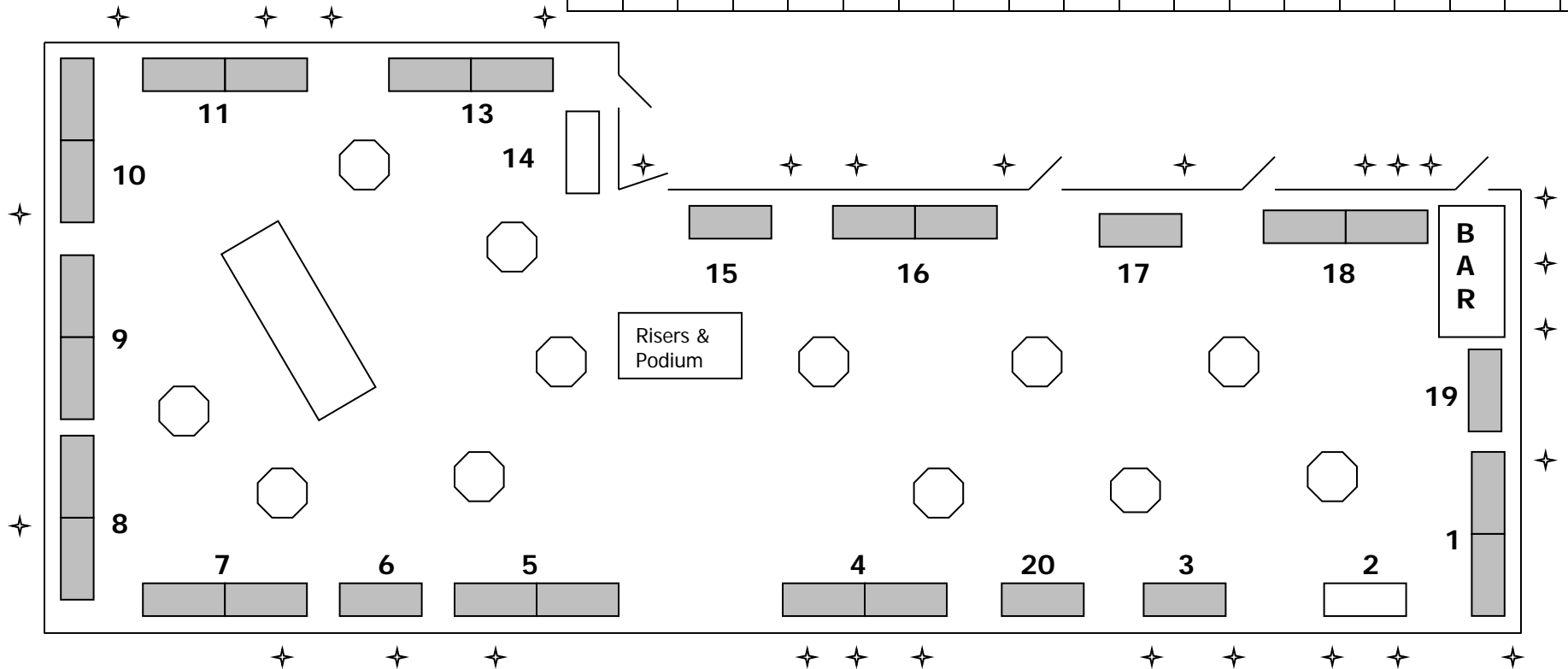
Supplier's Showcase  
 Hands-on Relay 2016  
 March 15, 2016  
 6:30-9:00pm

✦ = Power supply

▭ = One 8-foot table

▭▭ = Two 6-foot tables

1. Megger
2.
3. ABB Inc
4. Relay Application Innovation
5. Basler Electric
6. Secucontrol Inc
7. ENOSERV, a division of Doble
8. Doble Engineering Company
9. Peak Measure
10. Schweitzer Engineering Labs
11. OMICRON electronics
13. GE Grid Solutions
14.
15. Cooper Power Systems
16. Beckwith Electric
17. KoCoS
18. Technical Sales NW
19. Schneider Electric
20. RFL Electronics



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