



Dear Vendor,

The **Greater Chicago INS Chapter** is pleased to announce our **3rd Annual Vendor Fair and Educational Program**. The event will be held on October 3rd, 2015 from 9:00 a.m. to 4:00 p.m. at Resurrection Medical Center. Once again, we are offering a creative spin on the traditional vendor fair. In addition to a table for you to display and interact with our members, we will be setting aside an hour for "speed vendoring". To the first 10 vendors responding (and electing to participate) we are giving you the opportunity to address the members directly explaining your product offering. You will be given approximately 5 minutes to deliver your "elevator statement" in a classroom setting with the undivided attention of all members attending. In advance of the event, we ask that you provide one PowerPoint slide with your company and business contact information.

Here is the agenda for the event:

9:00 a.m. – 10:00 a.m.	Vendor Set-Up, Vendor Continental Breakfast (Sister Anne/Mother Hedwig Conference Room) and Attendee Registration
10:00 a.m. – 11:00 a.m.	Educational Program #1 (Blessed Celine Conference Room)
11:00 a.m. – 12:00 p.m.	Vendor Speed Round Presentations (Blessed Celine Conference Room)
12:00 p.m. – 1:00 p.m.	Networking Lunch
1:00 p.m. – 2:00 p.m.	Educational Program #2 (Blessed Celine Conference Room)
2:00 p.m. – 2:30 p.m.	Break/Network with Vendors (Sister Anne/Mother Hedwig Conference Room)
2:30 p.m. – 3:30 p.m.	Educational Program #3 (Blessed Celine Conference Room)
3:30 p.m. – 4:00 p.m.	Network with Vendors/Close (Sister Anne/Mother Hedwig Conference Room)

We are also offering the opportunity for your company to help our Chapter by becoming a sponsor. We hope you will help support the event and chapter with your generous donation. On behalf of the Greater Chicago INS Chapter, we look forward to seeing you at this, our biggest event of the year, and thank you for your support.

Regards,

Josie Rhoades  
President, Greater Chicago INS Chapter  
<https://insgc.nursingnetwork.com/>