



American Association of Critical Care Nurses Spotlight on Critical Care Conference 2018

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Dear Exhibitor/Bag Sponsor,

The Greater Washington Area Chapter of the American Association of Critical Care Nurses (GWAC-AACN) and Region IV invites you to participate in our annual 2018 Spotlight on Critical Care Conference. This year the conference will be held on Saturday, September 22, 2018 at Inova Fairfax Conference Center, 3225 Gallows Road, Fairfax, VA 22037.

Each year acute and critical care nurses and leaders attend this conference from Maryland, Virginia, West Virginia and the District of Columbia. Our conference highlights education, technology, and professional development related to the care of complex patients in the acute & critical care environment.

Exhibitions of healthcare products and technology are enthusiastically received at Spotlight. As a conference sponsor/exhibitor, your company will have an opportunity to reach approximately 200 nurses and leaders in various chapters locally and throughout the region.

Please do not hesitate to contact me with any questions. We look forward to your participation and thank you for your time and interest in supporting GWAC and Region IV chapters.

Sincerely,

Abaneh Ebangwese & Kimberley Kelly

Attached to this letter is an exhibitor agreement. Our organization's W9 form can also be made available upon request. Please complete and sign the agreement and return the form to the email address listed above. Payment can be made via our web portal at

<https://gwacaacn.nursingnetwork.com/nursing-events/89851-2018-spotlight-on-critical-care-conference#!exhibitor-registration>



American Association of Critical Care Nurses Spotlight on Critical Care Conference 2018

Event Date: September 22, 2018
Inova Fairfax Conference Center

3225 Gallows Road, Fairfax, VA 22037

Terms & Conditions			
Exhibitor/Bag Sponsor Company Name:			
Address:			
City, State, Zip:			
Telephone:			
Contact Name:			
Payment:	To be made via web portal at https://gwacaacn.nursingnetwork.com/nursing-events/59721-spotlight-on-critical-care#!exhibitor-registration		
Please Reserve (check one):	☐	\$ 1500.00 (one side)	
	☐	\$ 3000.00 (both sides)	
	☐	_ Vendor table included with bag sponsorship (check if exhibiting as well)	
Electrical Service Required?	☐	Yes:	☐ No
	☐	Number of power cords needed	
Exhibit Space Includes:	■ Skirted 6-ft. table • Two chairs • Electrical outlet		
Products to Be Exhibited (list all):			
Participant List:	(select one) _ Exhibitor/Vendor does not request a participant list _ Exhibitor/Vendor requests a participant list. If you are an exhibitor opting for badge scanning capabilities, please follow this link to register with ER Lead (Cost of badge scanning capabilities \$100): https://ww2.eventrebels.com/er/Exhibitor/LeadRetrievalPurchaseRegisterStandalone.jsp?ActivityID=25243		

Terms & Conditions		
Cancellation:	If written notice of cancellation is received by the Chapter: • More than 150 days before the event: 25% of the exhibit fee will be retained by the Chapter. • 90 – 60 days before the event: 50% of the cost of the exhibit fee will be retained by the Chapter. • Less than 60 days before the event: 100% of the cost of the exhibit space will be retained by the Chapter. If AACN cancels the event, the Exhibitor/Vendor will be refunded 100% of monies paid within 5 business days.	
Acceptance:		
x		
<i>Signature</i> (name), (title), (company name)	Phone #	Date
x		
<i>Signature</i> President Greater Washington Area Chapter-AACN	Phone #	Date
<i>Signature</i> Exhibitor Coordinator Greater Washington Area Chapter-AACN	Phone #	Date