

West Virginia Self-Insurers Association
Post Office Box 1753
Charleston, WV 25326
Tax ID# 55-054337
www.wvsia.com

Dear Exhibitor:

The West Virginia Self-Insurers Association will host its 2018 Annual Conference September 26-27. The conference will be held at The Embassy Suites Hotel, 300 Court Street, Charleston. The Association continues its practice of having a conference kick-off with its annual reception on Wednesday, September 26, from 5:30-7:30pm. The reception will be held in Salon E. The exhibitors will be free to set up at 3:00 p.m., September 26. Break-down is after the last break, Thursday, Thurs 27, that starts at 2:00. **Please do not break down before that time.**

Every exhibiting company has two registered representatives to work the booth included in the exhibitor's fee. Any additional reps that may be working the booth **must be registered, regardless** of how long they will be working. Anyone else attending the conference from your company will need to register at the rate of \$250 for WVSIA members and \$350 for non-members.

A grand prize is again being donated, and we will be including a sign-in sheet in the conference folder for the attendees to bring to all of the exhibition booths. This was started many years ago as a way of encouraging the attendees to visit all the booths. The suggestion that the exhibitors bring stamps so that people won't initial their sheets themselves and put them in the box without visiting the booth seems to work well. So, **we are asking each exhibitor to bring a stamp and pad again this year.**

Exhibitors are to present the company's door prizes. Everyone wants to get on the road, has to get to work, etc. Pre-chosen winners do not work because the person must be present to win and the name is to be drawn at the time of presentation. We are starting the conference early and ending early, as we did last year to make this more convenient. **PLAN TO STAY UNTIL 3:45, WHEN THE CONFERENCE IS OVER.** I will be sending out information concerning the focus of the conference and the tentative agenda soon.

As always, the program is designed to maximize exhibit visitation. The reception, morning and afternoon breaks will be held in Salon E. Embassy Suites has limited space: therefore, please sign up as quickly as possible. **Please complete the enclosed Exhibitor Registration form and return with payment to WVSIA by September 12, 2018, to ensure your company is included in the program and on conference signs. All registration fees must be paid at time of registration---there will be no exceptions!! Please note that the exhibit fee after September 12 is \$500 (member) & \$700 (non-member). After September 19, the fee will increase to \$600 & \$800.**

Embassy Suites have reserved WVSIA a block of rooms to be held until **August 27, at a rate of \$139.** Reservations should be made through Embassy Suites, using code WVI online at www.embassysuitescharlestonwv.com. The reservation includes a complimentary breakfast that is located in the Atrium of the hotel. Further information regarding the hotel is on our website.

For the past few years, we have worked hard to get more participation from Self-Insured and High Deductible companies. Should you represent a company that you would like to invite to the conference that hasn't attended previously, please feel free to invite them as your guest. There will be no registration fee for your invitee, but do register them as a guest. This is for name tags, materials etc. We appreciate your help attracting as many employers as possible!

Through the years, the WVSIA has endeavored to treat all exhibitors fairly and equally. It is our belief that you attend and pay your fee in good faith, and that it is our responsibility to see that you and your company get as much "bang for your buck" as possible in a fair and unbiased environment. We hope that you will participate as an exhibitor in this year's conference, and look forward to another successful conference. If there are any questions, or we can be of help, please contact Janice Bowen, Conference Coordinator, at jfbowen@suddenlink.net or by calling Janice at (304) 345-6846.

Thank you very much for your interest and we hope to see you September 26.

Very truly yours,
Henry C. Bowen
WVSIA, Executive Secretary