

**West Virginia Self-Insurers Association**  
**Post Office Box 1753**  
**Charleston, WV 25326**  
**Tax ID# 55-054337**

January 13, 2010

Dear Exhibitor:

The West Virginia Self-Insurers Association will host its 2010 Annual Conference on May 4-5, 2010, at the Charleston Marriott Hotel. The Association continues its practice of having a conference kick-off with its annual reception on Tuesday, May 4, from 5:30-7:00pm. The reception will be held in our exhibition hall and the exhibitors should be free to set up at or after 2:30 p.m., May 4. Break-down is after the last break, Wednesday, May 5. **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 \$150 for WVSIA members and \$250 for non-members.

The grand prize is again being donated by Wells Fargo Disability Management, 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 seemed to work well. So, **we are asking each exhibitor to bring a stamp and pad again this year.**

This year we will try something new that has been suggested by some of our exhibitors. We are including a diagram provided by the Marriott that shows the placement of the exhibitor tables in the exhibition hall with numbers on them. Rather than a first-come-first-served selection of your table, you may choose your table in advance. As the **PAID** registrations come in (through email and credit card, or mailed with check) we will acknowledge receipt of your registration and table request. The revised diagram will also be included indicating the tables that have been taken and name of the vendor. These assignments will be made according to the order in which they are received. Please indicate a first and second choice! **We will contact you if your table choice is unavailable and work out the details with you.**

**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 3:30, 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, continental breakfast, morning and afternoon breaks will be held in the exhibit room. The Marriott has limited space: therefore, please sign up as quickly as possible. **Please complete the enclosed Exhibitor Registration form and return with check to WVSIA by April 20, 2010 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 April 20, 2010 is \$450 (member) & \$650 (non-member). After April 27, the fee will increase to \$550 & \$750.**

The Marriott has reserved WVSIA a block of rooms to be held until April 4 at a rate of \$109. Reservations should be made through the Marriott at 304-345-6500.

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 [fbowen@suddenlink.net](mailto:fbowen@suddenlink.net) or by calling Janice at (304) 345-6846.

Thank you very much for your interest and we hope to see you May 4.

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