November 19, 2015

Dear Vendor:

Enclosed you will find the registration materials to participate as a vendor in the 34th annual WITC Emergency Services Conference at the Rice Lake Campus.

- **Back Again!** WITC will be having a grand prize television drawing for students who have visited and received a sticker from each vendor. This is to encourage students to stop by and communicate with each vendor. More information will be emailed to you after we receive your registration.
- Display space available indoors or outdoors
- **Set up hours: Thursday, March 10, 1p – 6p**
- Vendor display area hours: Friday, 7a – 5p and Saturday, 7a – 1p
- Vendor space will be locked and secure when not in session
- Electricity and wireless Internet access available for all indoor vendors
- Motel space located nearby. There are several events taking place in the region during the conference dates, so make your motel reservation early!

To register as a vendor, please complete and return the enclosed registration form to:

Tricia Smith, Conference Assistant  
WITC Rice Lake Campus  
1900 College Drive  
Rice Lake, WI 54868

Once payment and registration have been received, you will receive a confirmation email, space assignment, and your company will be listed as a vendor on our 2016 Emergency Services Conference web page.

If you have any questions, please do not hesitate to contact Tricia Smith at 715-234-7082, Ext. 5230 or at tricia.smith@witc.edu.

Sincerely,

Jack Running  
Vendor Director