



Washington State Society
For Healthcare Engineering

Dear WSSHE Members and Friends,

The Annual is one week away and we are looking forward to seeing you all in Yakima. Please see the following information to help you get ready.

President's Reception - The Tuesday, September 20th evening President's Reception will be held in Rooms D & E/Technical Exhibition area. We suggest Technical Exhibitors set up their booths between 4:00 p.m. and 6:30 p.m. on the 20th so your displays will be ready for the reception at 7:00 p.m. This is a great opportunity to meet and greet WSSHE members and their peers, and spouses/significant others. Wood Harbinger is the proud sponsor of this evening in providing awesome appetizers and open bars from M & M Catering of the Yakima Convention Center. Drawings will be held for wine bottles; and for (3) \$500 each drawing for a Hospital Member's charity or foundation of choice. We hope to see all of you there.

Sponsorship Opportunity - Thank you to those that have provided financial sponsorship to our food functions and social events. We still have a few events left for sponsorships. Your company name will be listed right next to the event you sponsor in the Conference Agenda, Conference Brochure, and your company logo will be rotated on a PowerPoint slideshow all through the conference.

Technical Exhibitors - Vendor Package were email to all exhibitors. If you haven't received, please let us know. Booths are 8 X 10 and are fully decorated with one skirted 8' table, 2 chairs, signage, and 500 Watt/5 Amp of electrical supply. If you require additional power, please let us know. If you need phone, internet connections, or audio visual, please also let us know.

Set up date is Tuesday, September 20th between 4:00 p.m. and 7:00 p.m. If you can't make set up on Tuesday afternoon, you may enter the area at 6:30 a.m. on the morning of the conference and you will have one hour to set up. The show begins at 8:00 a.m.

If you bring door prizes and would like to give them away either after the Thursday lunch or on the last day of the conference together with WSSHE Conference Door Prize Drawings, you may do so. Typically, most Exhibitors had given prizes away by collecting business cards at their booths during exhibiting hours, and then joined in the prize drawing right after the Thursday luncheon. *The prize you may bring can also be donated to the prizes to be given at the Wednesday evening Trivia Pursuit Classic event.*

Breakdown will be after 1:00 p.m. on Thursday the 22nd. You will have until 6:00 p.m. to move all of your displays out. There will be no access after 6:00 p.m.

Please note your Technical Exhibitor fee covers all of your meals and your attendance at events such as the Welcoming Reception Tuesday evening, and the Wednesday Evening Taste of Yakima with Kara Hesse and Trivia Pursuit Classic.

Wednesday Evening Taste of Yakima with Kara Hesse and Trivia Pursuit Classic - Friends, local foods, international cuisine, eclectic music, drink and trivia fun in the Exhibitor's area. Exhibitors will set up their own Trivia Pursuit game and have as many categories as they want for the attendees to pick from. Just for stopping by the booths participating in the Trivia Pursuit Classic, attendees will get one chance to win a prize and if they answer the Trivia question correctly, they get another chance to win a prize. We hope you will help make this first time event a great success.

Spouse Event - Jamie Myers, our volunteer for the Spouse Events Wednesday and Thursday, will be your lead person for the two events planned. Please see the Conference Brochure, Page 2, and please register your spouse or friend with either Katie Bohocky at aminc2@comcast.net or with me at hwarner@woodharbinger.com.

Accommodation - The Red Lion, our host hotel is almost sold out. Their reservations number is (800) 325-4000. Please release any room you may not need as soon as you are able so we can have room for all or for most of our WSSHE members attending the conference. The other hotel you could try is The Holiday Inn Yakima and their telephone number is (509) 494-7000.

Thanks for your attention. If you have any questions, please call or email me.

Sincerely,

Heather Warner

Washington State Society for Healthcare Engineering

Conference Services Manager

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