



# Exhibitor Final Instructions

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## 2011 WESTERN NC SAFETY & HEALTH CONFERENCE

We are so excited to have you participate as an Exhibitor for the 12<sup>th</sup> annual Safety and Health Conference in Asheville. Listed below are some important details for Exhibitors. There are some changes for 2011 so please review the list and contact us with questions. All conference information can also be found on our website: [www.wncsafetyschool.com](http://www.wncsafetyschool.com).

- ☞ Our venue is the **Doubletree Biltmore, Asheville** located at 115 Hendersonville, Road, Asheville, North Carolina. Directions to the hotel are located on our website on the Location Page
- ☞ When you arrive please check in at the Registration Desk B just inside the back entrance to the hotel. We will provide you with your badges, schedules, lunch tickets, and other important information.
- ☞ Maps will be located in the registration areas to indicate table locations. Tables will be numbered and list exhibitor names to assist with set-up.
- ☞ **We are also opening our Exhibition Hall earlier than previous years and extending time on Day 3. Set-up for exhibitors is Sunday, November 7<sup>th</sup> from 3:00pm – 5:00pm or Monday from 7:30am – 4:30pm. The hall will be available for Monday session attendees and will open at 7:30am. The hall will close on Wednesday at 2:00pm.** You receive one extra day this year at no additional cost.
- ☞ Hotel Rooms are available at a \$99.00/night rate for regular rooms and \$135.00/night for suites. Contact the hotel directly for reservations. Reference the Conference for the rate. You can link to their site or watch the video on the venue on our website.
- ☞ Included in this packet are a layout of the event and a schedule of classes.
- ☞ We are coordinating a Safety Fashion Show again on Wednesday at 12:15pm to feature our Exhibitors. This will allow you to put your company and products in front of all participants. You will be contacted by Sean Barbee to discuss participation in the "Safety Fashion Show".
- ☞ Exhibitor gifts for drawings can be dropped off at the registration desk.

It is not too late to participate as a sponsor. Our website contains a brochure with many opportunities. We can also create a special sponsorship designed to meet your needs. As a sponsor you will receive additional recognition during the event and your logo will be featured on all communications after your sponsorship is activated.

Take a moment to browse the website and look at the exciting events occurring at this year's school. We have updated exhibitor pages with links to your websites, schedules for the Conference, and other valuable information.

If you have any questions you can contact a member of the Exhibitor Team:

Ric Cruz at (828)299-8232 or via email at [ric.cruz@labor.nc.gov](mailto:ric.cruz@labor.nc.gov)  
Randy Cranfill at (336) 831-4299 or [randy.cranfill@surryinsurance.com](mailto:randy.cranfill@surryinsurance.com)  
Jonathan Gobble at (828) 508-1239 or [jgobble@wciinc.org](mailto:jgobble@wciinc.org)

We are excited about this year's Conference and look forward to seeing you in November. We appreciate your support!

Warm Regards,  
Western North Carolina Safety & Health School Board