



January 5, 2018

Dear Product or Services Representative,

On Thursday and Friday, **March 22nd and 23rd**, the Columbus Chapter of the Oncology Nursing Society (CCONS) will be hosting the 29th Annual Spring Conference "**Kaleidoscope of Oncology Care**". We are expecting approximately 200 nurses to attend this educational event. This year's event will again be held at the **Quest Conference Center near Polaris, 8405 Pulsar Place, Columbus, Ohio 43240**. For your reference, you will find the Exhibitor Registration Form below, as well as the W9 Form, Event Schedule and Spring Registration Form (for nurses who wish to attend for CE's) attached in the email. Here are the specifics regarding the registration process:

- All registration information will be available by **1/08/18** on our website. We ask that you please register by **3/12/18** to assist us in accommodating space appropriately.
- **EXHIBITORS: To register, it is preferred that vendors utilize the online registration found at: <http://columbus.vc.ons.org/> (click on the "SprConfExhibit tab).**
- If needed, hard copy registrations for vendor exhibitors are found below.
- Please be sure to complete the form in its entirety, including information regarding planned attendees on your team (recall keeping this to 2 representatives per table), how many will be staying for the meals, and on which days.
- Please make checks out to: **Columbus Chapter ONS**. Checks can be mailed to: **Lara Robinson, 4046 Prince George Ln. New Albany, Ohio 43054**.
- If you prefer to pay by credit card, please indicate your preference when registering. A PayPal invoice will be sent within 48 business hours after your registration is received. If you have questions regarding the invoice process, please contact our Treasurer - Gail Rhodes at cconstreasurer@gmail.com.
- **EXHIBITORS/RNs:** If you are a nurse exhibitor and wish to join the conference also as an attendee, you must also complete our General CCONS Spring Conference Registration Form (attached in this email). Please select the days you will be attending, select that you are also an exhibitor as there is no charge, and you will bypass having to submit payment via PayPal for the conference fee. (Note-After the conference please be sure to return your evaluations to Lisa Masten to obtain CE.)

We are requesting an exhibit fee of \$1500.00 for the 2-day event. Note - this is the fee regardless of whether you are planning to exhibit for one day or both days. This is an opportunity to inform approximately 200 local and regional oncology nurses and nurse practitioners about the products and services your company has to offer. The exhibit space is located in an area completely separate from the educational venue. A standard skirted display table (6' by 2') is provided. For your records, our tax ID number is: 52-1360334.

Thank you. We look forward to seeing you on March 22nd and 23rd, 2018. Please feel free to contact me with any questions via email at laralrobinson@gmail.com or cell at 614-668-8303.

Sincerely,

Lara L. Robinson, MS