

ANNUAL IN-SERVICE TRAINING SEMINAR FOR SHERIFFS AND TAX DEPUTIES
OGLEBAY RESORT
WHEELING, WEST VIRGINIA – OHIO COUNTY
September 12 – 14, 2010

EXHIBITOR REGISTRATION FORM

Exhibits Open: Sunday, September 12 3:00 p.m. to 7:00 p.m.
 Monday, September 13 8:00 a.m. to 4:00 p.m.

Company Name: _____

Company Representative: _____

Address of Company/Contact Person: _____

Telephone: _____ Fax Number: _____

Email address: _____

REGISTRATION FEES

EXHIBITION FEE: \$450 / Space & one representative fee included

Name of Representative: _____

ADDITIONAL REPRESENTATIVE(S) FEE: \$150 for each additional representative
Register the following representatives:

of Representatives _____ x \$150 = _____

Additional booth space, \$300 per space = _____

Access to Electric [] YES = Additional \$25 _____

TOTAL REGISTRATION FEE ENCLOSED: _____

Complete and return form with payment by August 12, 2010 to: WV Sheriffs' Association
 P.O. Box 3031
Make checks payable to: WV Sheriffs' Association Charleston, WV 25331
Registration fees are Nonrefundable

June 7, 2010

Dear Potential Exhibitor,

I am very pleased to announce the dates and location of our 2010 Annual In-Service Training for Sheriffs, their chief law enforcement deputies, and their tax deputies. We hope that you will participate as a vendor and thank you for your support of our Association in advance.

The seminar will take place at Oglebay Resort in Wheeling, WV on September 12 – 14, 2010. The resort is located in Ohio County. Check it out on the web: www.oglebay-resort.com.

We are offering exhibition space in the resort's conference center on Sunday, SEPTEMBER 12 and Monday, SEPTEMBER 13. The exhibit area will be open for viewing on Sunday, September 12 from 3:00 p.m. until 7:00 p.m. and on Monday, September 13 from 8:00 a.m. until 4:00 p.m. Set-up time will be Sunday, September 12 from 12:00 p.m. until 3:00 p.m. The exhibits will be located in the Fort Henry room or the hallway in front of the main conference rooms located in Wilson Lodge.

The set-up time will occur immediately before the exhibit hall opens on Sunday. We then scheduled the exhibit hall opening parallel to our guests registering for the conference. There are no other sessions being conducted during this time and we plan to have refreshments located in the vendor area, as well. Upon registering with me for the conference, I will then direct participants to visit the vendor area. This offers participants exclusive time devoted to visiting with you, the vendor. Our refreshment break on Monday will be located in the vendor hall, also.

Registration:

Please mail your form to: WV Sheriffs' Association, PO Box 3031, Charleston, WV 25331.

The base registration fee is **\$450**. The registration fee includes registration for one company representative, one 6 ft. linen draped table and two chairs. The registration fee per additional company representative is **\$150 each**. Registration includes dinner on Sunday, lunch and dinner on Monday and two refreshment breaks.

To register for exhibition space, complete the enclosed Exhibitor Registration Form and mail with payment to: WV Sheriffs' Association, P.O. Box 3031, Charleston, WV 25331. All exhibitor registrations and payments must be received by Thursday, August 12, 2010. Please note that exhibitor registration fees are not refundable and must be paid in advance of the seminar by check to the WVSA.

Should you require special equipment or electricity, please indicate that on your form. Please mail this form to the WVSA. Please call Melissa if you have specific questions.

Lodging:

Sleeping room reservations can be made directly with Oglebay Resort by calling 1-800-624-6988 or by emailing: reservations@oglebay-resort.com. Our room rate is \$99.00 per night for a standard room, \$139.00 per night for an intermediate room or \$169.00 per night for a premium room, plus applicable taxes. Be sure to ask for the "WV Sheriffs' Association" room block to receive the group rate. Reservations must be made on or before August 12, 2010.

Should you have any further questions, please contact me at (304) 345-2232 or via email: melissa@wvsheriff.org. We look forward to working with you at the seminar.

Respectfully,

Melissa Garretson Smith, Executive Director