



October 21, 2019

Dear Exhibitor:

The Southeastern Area Blood Bankers (SEABB) invites you to participate in our annual meeting, to be held **March 11-12, 2020 at the KSU College of Professional and Continuing Education Center, 3333 Busbee Drive NW, Kennesaw, GA 30144**. This year's meeting continues to include nationally and internationally recognized speakers.

For those of you who have joined us in previous years, we welcome you back. If you have not exhibited at SEABB, we hope it is a rewarding experience for you. Our past meetings have welcomed nearly 150 attendees each day. An attendee list will be provided a few days before the meeting and an additional final attendee list the week following the meeting. We will provide exhibitors evaluation forms to welcome any suggestions you may have for improvement. This year we will continue to offer P.A.C.E credits for the attendees and any vendors that attend a session.

Door prizes are encouraged to be donated to SEABB for giveaways that will be held throughout the two day conference. We include a Vendor Bingo card in each attendee registration pack that encourages them to visit each Vendor which then makes them eligible for the donated door prizes. Vendors will be allowed to distribute their prizes and briefly announce their company and what services they can provide to the attendees. In addition, if your company would like to sponsor a speaker or a break session, please indicate on your registration and an SEABB representative will contact you.

Space is limited to 25 vendors on a first-come-first served basis. Please use only the table space to exhibit. The use of large free-standing story boards or similar items is not recommended due to space constraints. We will provide table assignments by placing the name of your company on the table. Please do not move any of the placements / cards. If you have specific needs, please let us know so we can try to make your needs.

You are allowed to set up your booth after 5:00pm on March 10, 2020. We ask that you bring your own power strips and extension cords if you require electricity. The conference center will not provide power strips or additional power cords. Please do not leave anything in your booth that is valuable. SEABB is not responsible for anything that is missing or damaged.

Vendor registration and schedule can be found on our website for you to review at www.SEABB.org. If you register and pay before January 7, 2020, you will get a \$50 discount

We look forward to working with each of you this year. If you have any questions or concerns, please contact John Andrews at vendors.seabb@gmail.com or 678-654-2735.

SEABB appreciates your assistance and support. Together, we can make this meeting successful.

Sincerely,

John Andrews and Vicki Clark, SEABB Treasurer