October 27, 2010

Dear Exhibitors and Publishers,

The 2011 Annual Meeting of The Western Section of The Wildlife Society (2011 Annual Conference) will be held Wednesday February 9th through Friday, February 11th, at the Riverside Convention Center in Riverside, California. The Western Section of The Wildlife Society is comprised of nearly 1,100 members from California, Nevada, Hawaii, and the Pacific Islands, many of whom regularly attend our annual conference. In addition, a number of professional wildlife biologists from all parts of the country may attend due to the quality and variety of wildlife research papers that will be presented during the conference. Thus, the annual conference will provide a forum in which you, as an exhibitor or publisher, will have direct contact with an estimated 400 professional wildlife biologists.

The purpose of this letter is to announce the availability of a limited number of vendor display spaces for the conference. Participating exhibitors and publishers will have a high-profile, centrally located space, adjacent to the technical session rooms and in the same room as the poster session and refreshment breaks. Conference refreshments will be provided in the center of the “Ben Lewis – North Hall,” with vendors and exhibitors on the periphery of the same room, which will allow for maximum exhibitor product exposure.

Rates and Details
The cost of each 3-day exhibit space is $150. Each exhibit space includes one 8’ table with a table cloth and 2 chairs. An additional 8’ table is available for an additional $32.00 per day. Please note that electrical, telephone lines (for credit card purchase verifications, etc.) or internet connections may be available, but at additional cost. Please make a note of any extra electrical, telephone, or internet requests on your vendor registration form.

Sales Permits
Please note that the Riverside Convention Center requires proof of current Seller’s Permit. Vendor’s and exhibitors planning to sell items on-site must submit proof of a valid California Seller’s Permit, with registration. If you do not plan to sell anything at the event, a written statement confirming this will need to be submitted.

As in previous years, vendors will be asked and encouraged to donate goods or services to our annual raffle and / or silent auction. This is optional and agreement to do so will not reduce the table registration cost. Table registration cost includes meeting registration for one person, but does not include tickets for the welcome mixer or the Annual Awards Banquet.

The vendor room will be securely locked each evening. Overnight security will also be provided. Expected vendor / exhibitor hours are presented in a table at the end of this letter. Registration is due on or before January 5, 2011. Exhibit space is limited and will be allocated on a first-come, first-served basis, determined by date when registration and payment are received. If necessary, a waiting list will be maintained. All decisions on vendor placement and approval are solely at the discretion of TWS-Western Section (preferences will be accommodated to the extent possible; for example, let us know if you’d prefer a two-table, corner space).

If you plan to ship your exhibit materials or merchandise in advance, please contact the hotel to inquire about space restrictions, timing, and charges.
Lodging
The adjacent Riverside Marriott Hotel has been selected for conference attendees. Vendors are eligible for the special conference room rates. For additional information on Conference hotel reservations, transportation options and more, please refer to http://joomla.wildlife.org/Western. If you choose to stay at one of these hotels, please follow these instructions when making reservations.

- Reservations must be made by Saturday, January 8th, 2011 to receive the special rate.
- Each individual guest shall make their own reservations by calling the hotel directly.
- Guests must identify themselves as members of The Wildlife Society Western Section.
- All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

Riverside Marriott Hotel
3400 Market Street
Riverside, CA 92501
(951) 784-1800
http://www.marriott.com/hotels/travel/ralmc-riverside-marriott/
Standard Room Rate $110.00

Reserve your exhibit space today, visit the main conference page and navigate to the 2011 Annual Conference Registration. You can also print the online exhibit reservation form and mail it with your check or credit card information.

Thank you for your interest in participating in this event and we look forward to seeing you at the 2011 Annual Conference! Please feel free to contact me at jrechel@fs.fed.us if you have any questions.

Sincerely,

Jenny Rechel
Exhibitor Coordinator
The Wildlife Society, Western Section

Expected vendor / exhibitor hours at the TWS Western Section, 2011 Annual Conference

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<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Other Info</th>
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<tbody>
<tr>
<td>Wednesday, Feb 9</td>
<td>Set-up 7:00 am-08:00 am</td>
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<tr>
<td></td>
<td>Open for business: 08:00 am-8:00pm</td>
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<tr>
<td>Thursday, Feb 10</td>
<td>Open for business: 7:30 am-6:00 pm</td>
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<td>Friday, Feb 11</td>
<td>Open for business: 7:30 am-1:00 pm</td>
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<td>Take-down, 1:00 pm-4:00 pm</td>
<td>Must be clear by 5:00 pm</td>
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