

CAPTASA

A MULTIDISCIPLINARY ADDICTION CONFERENCE

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RE: C A P T A S A Conference 2017

Dear Exhibitor:

This letter is to confirm with you the dates of the 17th annual Healthcare Professionals Conference in Lexington, Kentucky, to be held January 27-28, 2017, at the Embassy Suites. The conference will begin on Friday at 8:30 a.m. and will close on Saturday at 4:00 pm.

I believe we have allotted excellent and adequate space for each exhibitor, and we have allowed considerable time for interaction between the exhibitors and the participants in the program.

You will be provided one six foot skirted table and two chairs. There is no backdrop and extension cords are available for \$15.00 each. If you have any special needs for your exhibit note those requests on the enclosed invoice.

It is our intention that you will have adequate time to set up your exhibit prior to the onset of the conference at 8:30 a.m. on Friday. The exhibitors' space will be available for set up beginning on Thursday evening, January 27.

All exhibitors **MUST** check in at the registration table on Thursday during one of the following times: 4:00-5:30pm or 8:00-9:00pm **PRIOR** to setting up your booth. At the time of registration you will be assigned a booth/table number. If those times are not convenient for you, please let me know so that other arrangements can be made.

The exhibitor's fee is \$600, which will include the exhibition space and **one** person. All additional individuals wishing to attend must pay the registration fee and each individual attending should be listed on the enclosed form. **All payments must be received prior to the conference.**

Please be aware that **SPACE IS LIMITED**. If you do wish to exhibit please notify me **AS SOON AS POSSIBLE**.

We are grateful that you may choose to be with us at the 2017 conference. We feel it is an excellent presentation, and we hope to once again have a very large and powerful group of participants.

I very much look forward to seeing you and, as always, please call if you have any questions.

With Warmest Regards,

Sandy

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