**Thank you so much for agreeing to participate in our Opening In-service this year!** I have included details below on the location, event times/process, and items provided. Additionally, I have attached a Vendor form below that I will need completed and sent back to me by June 30th. If you have any questions, please do not hesitate to reach out. We are so excited to have you!

Event time/process:

* July 31, 2019
* Vendor setup at 8:00 am on July 31st
* Doors open for employees at 9:30 a.m. to visit vendor tables. (Approximately 1800 employees will be present.)
* Employees will be required to visit vendors before they are eligible for entry into the door prize drawing.
* The opening session begins at 10:00 a.m. and will be over by 11:30 a.m. Vendors can stay through 12:30 p.m. to see employees before and after event.

Location:

* Oman Arena

A table will be available and labeled for each vendor that is present so that you can easily set up any displays you have to show the employees.

**Vendor Name**:

**Representative(s) for July 31st**:

**Address of Vendor**:

**Phone number of Vendor**:      **Email address of Vendor**:

**Will you be giving away items at your table?** [ ]  Yes [ ]  No

 If yes, please describe:

**Will you be donating a door prize for the drawing?** [ ]  Yes [ ]  No

 If yes, please describe:

 If yes, please have these ready at check-in on the 31st.

**Are there other considerations you will need at the event?** [ ]  Yes [ ]  No

 If yes, please describe: