

June 21, 2010

Dear invited Health Expo participant,

The 2010 Carson City Hospital Community Health Expo will be held on **Saturday, October 23, 2010, from 9 a.m. to 12 p.m.** at Carson City-Crystal High School in the West Gymnasium. We would like to invite your organization to participate in this great community event. You will be able to share information about the services your organization provides with the public at no cost to you.

Due to the overwhelming success of last year's Health Expo, we are continuing to implement fresh ideas for the 2010 Health Expo. Our goal this year is to continue gearing the Expo toward the entire family by offering screenings, services, and fun interactive events to children and adults.

Please fill out the enclosed participation form and return it to me by September 1 using the address or fax number listed below. If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your time, and we hope to see you in Carson City on October 23!

Sincerely,

Tami Tasker, Marketing & Public Relations Assistant
Carson City Hospital
406 East Elm Street
Carson City, MI 48811
989-584-3971, ext. 307
Fax: 989-584-6879
ttasker@carsoncityhospital.com

Carson City Hospital Community Health Expo

Saturday, October 23, 2010 ~ 9 a.m. – 12 p.m.

***Please be set up by 8:30 a.m.*

Carson City-Crystal High School - West Gym

Participation Form

Organization:	
Contact Name:	
Address, City, Zip:	
Phone Number:	Fax Number:
Email Address:	

What items/information will you be displaying? _____

Are you providing samples of food or drinks? Are you selling food or drinks?

Please attach a 50-word description of your product or service for use in the Expo Guide. Entries must be typed or printed and may be edited by CCH for style and consistency. If you wish for your logo to be published, please e-mail a high resolution image to jachurchill@carsoncityhospital.com in “.jpg” or “.tif” format.

Title for Booth Sign: _____

Tables: <i>(Please mark)</i>	<p>We will furnish one 6-foot table for your display. <i>(Please bring your own extension cords, TV, VCR, etc. as needed.) If these supplies are not available to you, please contact us so that other arrangements can be made.</i></p> <p><input type="checkbox"/> An “Expo T-shirt” will be provided for each individual at your booth, please choose size(s): (please specify quantity) ___ S ___ M ___ L ___ XL ___ 2XL ___ Other (please specify _____)</p> <p><input type="checkbox"/> Special needs:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Electricity access needed</p> <p style="padding-left: 40px;"><input type="checkbox"/> Extra Table(s) needed (in addition to one provided): _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other: _____</p>
Set-up:	<p>The health expo will be advertised as taking place from 9 a.m. to noon, but please plan on setting up between 7-8:30 a.m. and leaving your booth open until the crowds thin out shortly after noon.</p> <p style="text-align: center;">Set-up: Saturday, October 23 7 a.m. - 8:30 a.m</p>
Giveaways:	<p>In an effort to attract people, we encourage you to have some giveaways, such as pencils, pens, treats, etc. at your table. People love this!</p> <p><input type="checkbox"/> <u>Door Prize Raffle Item:</u> We will be holding door prize raffles. If you have any items that you would like to donate towards this raffle, please list: _____</p> <p><input type="checkbox"/> <u>Goodie Bag Items:</u> If you wish to insert a product or service in the official Health Expo Goodie Bag, please indicate here. You will need to furnish 300 items. Please bring the items with you the day of the Expo.</p>
Questions:	<p><i>Please contact Tami Tasker at (989) 584-3971 ext. 307 or ttasker@carsoncityhospital.com or Jennifer Churchill at (989) 584-3971, ext. 237 or jachurchill@carsoncityhospital.com</i></p>

Please return or fax (989-584-6734) this form to Carson City Hospital, 406 E. Elm Street, Carson City, MI 48811 (Attn: Public Relations) by September 1, 2010.

Directions to the Health Expo: The Carson City-Crystal High School (West Gym) is located on First Street. If you are coming from M-57, you will need to turn North on First Street, which is located one block east of the caution light. You will turn and go North 2 blocks. The West Gym entrance will be on your right. Parking will be available along the street in front of the gym and in the back of the school.