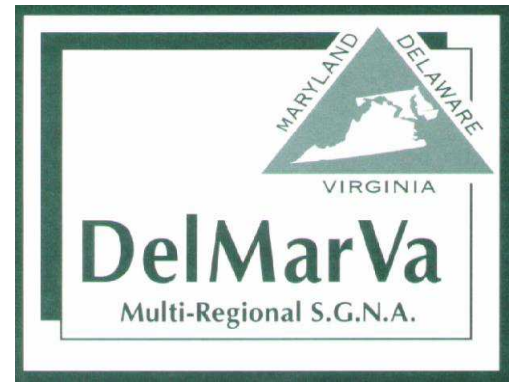


**DelMarVa SGNA
18th Annual Education Conference
Marriott at Newport News, VA
March 11-13, 2016**



Dear Valued Exhibitors,

Please join us for the 18th Annual “Bridging the Chesapeake” Educational Conference in Newport News, VA, co-sponsored by the Delaware, Maryland, and Virginia Societies of Gastroenterology Nurses and Associates. As a participating exhibitor, your company will be afforded the benefit of interacting effectively with over 200 nurses and associates that utilize your products and services.

The following is the tentative vendor schedule:

- The exhibit room will be available for set-up Friday, March 11th afternoon and will open for visitation at 7:00 PM.
- The exhibit room will reopen during registration continental breakfast at 7:00AM Saturday morning. The conference begins promptly at 7:45 AM Saturday, March 12th. The agenda allows approximately two and a half hours, divided into three time periods for participants to visit with exhibitors and examine product lines.
- There will be time available for visitation on Sunday, March 13th before and after breakfast and during a break in the morning session. Exhibit space fee is \$700.00. This includes space on Friday, Saturday and Sunday in the exhibit hall, one six foot skirted table, continental breakfast on Saturday morning, and lunch for two representatives. The charge for each additional representative will be \$40.00 to cover Saturday’s meals. Please advise us of special needs, such as electricity, in advance.

Door prizes are always welcome and all donors will receive recognition for their contribution. Each exhibitor will be acknowledged in the conference syllabus and thanked for their support. Your generous support allows us to offer a premiere educational conference. We look forward to seeing your company represented at the Delmarva SGNA Multi-Regional Conference in March 2016.

The tax ID number is: 27-2786337.

Online registration is available & preferred @www.delmarvasgna.com.

Sincerely,

**Cathy Bauer, MBA, RN, CGRN, CFER
DelMarVa SGNA Vendor Liaison**

nursebauer@gmail.com

Please note that Old Dominion SGNA is offering a separate endoscope reprocessing course on Friday, March 11, 2016. This learning event will end at 4:30 PM. setting up early will allow additional interaction with attendees in addition to the conference. Regular visitation will start @7:00 PM during a welcome reception and registration session.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. DelMarVa Society of Gastroenterology Nurses and Associates	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 521 High Point Ave	Requester's name and address (optional)
	6 City, state, and ZIP code Virginia Beach, Virginia 23451	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									
2	7		2	7	8	6	3	3	7

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Lois Buckner</i>	Date ▶ 09/19/20115

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.