

APPENDIX D
WAML SAMPLE VENDOR LETTER

[Vendor Name]
[Address]
[City, State, Zip Code]

[Date]

Dear [Name],

The Western Association of Map Libraries (WAML) will be holding its semi-annual conference in [place] on [date]. The conferences normally have a space for vendors to set up a table and display items of interest or demonstrate their online products. You can find out more about the conference venue, speakers, and activities. The fee to have a vendor display place is \$50.00.

If you are planning to come to the conference, would you be interested in sponsoring a tea break or a reception? Your company would be acknowledged at the conference for the sponsorship and the vendor fee would be waived. I would be happy to discuss the options for sponsorship with you directly. You can reach me by phone at [number] or by email at [email address].

I look forward to speaking to you soon about your participation in our conference.

Sincerely,

[Name]
[Title]