

Health Fair Exhibitor/Vendor Invitation Letter



To Whom It May Concern:

The William Bee Ririe Hospital would like to invite you to take part in our upcoming health fair. The goals of the event are to promote wellness and provide resources for our community. There will be several of the Hospital and Clinic staff participating in the health fair. The community of White Pine County will be invited to attend. As an exhibitor/vendor we would like your agency/company to attend where you provide information about your agency/company that may help the community to become aware of including educational/informational fliers/brochures, or anything that you might have to get your business out there for folks to learn about and have contacts.

For your information, the event details are provided below:

Date of the health fair: Saturday, August 29, 2026

Location: William Bee Ririe Clinic, 6 Steptoe Circle, Ely, Nevada 89301

Health Fair Hours: 10:00 am to 1:00 pm

Suggested arrival time to set up: 9:00 am

Contact person(s): Beth [Humphries](mailto:beth.humphries@wbrhely.org) 775-289-3612 ext. [156](tel:775-289-3612) [OR](tel:775-289-3612)

Christine Stones 775-289-3612 ext. 130

Agency/Company Contact Person: _____

Agency/Company Contact Phone & Email: _____

Number of Tables needed: _____

Number of Chairs needed: _____

Electrical Cord needed Y/N: _____

Other requests: _____

Once we receive this form from you, we will have a map of the health fair layout. If you have any questions or concerns, please do not hesitate to contact me at:

Name: Beth Humphries,
Phone Number: 775-289-3612 ext. 156
Email: beth.humphries@wbrhely.org

Thank you for considering participating in our health fair event.

Sincerely,

Beth Humphries, MBA – WBRH COO/Clinic Manager