

**AMERICAN PUBLIC WORKS ASSOCIATION – OREGON CHAPTER
2002 FALL CONFERENCE
OCTOBER 8 – 11, 2002**

**PENDLETON CONVENTION CENTER
PENDLETON, OREGON**

Attention exhibitors!!

You are invited to participate in the 2002 APWA Fall Conference and Trade Show by providing a two-day technical and educational display on Wednesday, October 9, 2002, from 8:00 am - 5:00 pm and Thursday, October 10, 2002, from 8:00 am - 4:30 pm.

Exhibits may be set up on Tuesday starting at noon. An exhibitor-hosted social will be held Wednesday evening from 6:00 – 9:00 pm in the Convention Center. You are encouraged to attend the Social, if possible, as it will provide an additional opportunity to meet with all the Conference attendees. Although the exhibit area closes Thursday night, you are asked to attend and support the Banquet Thursday evening from 7:00 – 10:00 pm and Awards Luncheon on Friday at Noon. Information related to costs for these events is included on the Exhibitor Registration form.

The Exhibitor-Hosted Social Wednesday evening, as well as the morning and afternoon refreshment breaks on Wednesday and Thursday, will be held in the exhibit areas to draw all the attendees into the exhibition center. We encourage you to register early as exhibit space is limited and reservation requests will be filled on a first received, first served basis. An exhibitor registration fee of \$250.00 provides you with an approximate 10' x 10' space with a draped 6 ft. table for a tabletop display and access to all the technical sessions and refreshments in the exhibit area. A floor plan of the exhibit area is enclosed. We will attempt to locate you at or near your table of choice on a first come, first served basis. However, actual table placement and arrangement may vary from the diagram. Considerable outdoor exhibit space is available at this conference, and arrangements should be made by contacting Sue Lawrence with the City of Pendleton, 541 276-3372 or email Sue@ci.pendleton.or.us. There is no additional charge for outdoor space.

All inside booths will have access to electrical power, however, you should bring your own extension cords. If you need to ship display/promotional items in advance of your arrival, contact Sue Lawrence for proper shipping instructions.

Overnight accommodations, golf tournament and meals are not included in the exhibitor registration fee. When making your hotel reservation, let the registration desk know that you are with the APWA Fall Conference. There are rooms blocked at several local hotels. See the attached map or check the website at www.oregonapwa.org for hotel and registration information.

You do not need to register for the Conference to be an exhibitor, however, full registration with check payment must accompany your Exhibitor registration form to reserve a space. Make check payable to Oregon APWA Fall Conference and send to Sue Lawrence, City of Pendleton, 500 SW Dorion Avenue, Pendleton, OR 97801. No purchase orders or fax registrations will be accepted. A complete delegate attendee list with address, telephone number and email will be available to all registered exhibitors on Thursday. Meals may be purchased on the exhibitor registration form. If you are playing in the golf tournament, complete the golf tournament registration form and include it with the exhibitor form.

One check may be issued for all activities.

DOOR PRIZES – As exhibitors, we sponsor the reception and breaks during the Conference. As in the past, the exhibitors provide door prizes during the various breaks to help increase the attendance of the

delegates. Please bring a door prize that can be used in one of the drawings. This will bring added exposure to your company and help us increase the involvement of the delegates. Please indicate on your registration form how your company will assist. This can be an item or cash. At the last conference, several \$50 prizes and one \$100 prize were provided, in addition to jackets, mugs and other promotional items.

Since this Conference is in the Eastern Oregon vicinity, we expect another large turnout like we did at the past conference. We have, therefore, maintained the increased exhibition space and number of booths to allow more of you the opportunity to exhibit your firms and products before this important group of Public Works Agencies from all around the State.

If you have any questions regarding the exhibitor registration, please contact Sue Lawrence at (541) 276-3372 or by email at Sue@ci.pendleton.or.us. We look forward to seeing you at the Conference!