



**COLORADO APCO/NENA
27th ANNUAL VENDOR EXHIBITION
October 9, 2009**

Exhibitor Information, Rules & Regulations

Conference Location

The Annual Conference and Exhibition will be held at the Radisson Hotel & Conference Center Longmont-Boulder, which is located at 1900 Ken Pratt Boulevard, Longmont, CO 80501 (see attached detailed information).

For assistance with shipping arrangements and any other hotel needs, please contact Kim Crow, Sales Manager, at 303-682-4439.

Exhibit Hall Hours and Set-up

The Exhibit Hall opens and will be the only program on Friday, October 9, from 9:00 AM to 2:00 PM. To maximize attendance, the lunch buffet will be served and eaten in the center of the Exhibit Hall.

The Exhibit Hall will be open Friday at 7:00 AM for set up. All set-up must be completed by 9:00 AM when the Exhibit Hall doors open.

Each booth will include one 8 foot long, draped table with two chairs. The 52 Tabletop Booths will be located primarily around the perimeter of the Exhibit Hall. No banners or other materials may be hung on the wall behind the booth. Freestanding floor displays may be used as long as they fit within the 8 foot wide table space, are no more than 6 feet deep total, and do not encroach upon any other exhibitor's space.

Final table assignments and layout may vary. Booths will be assigned prior to the start of the conference, and you will be given your booth assignment upon arrival on Friday.

Exhibitor materials may be shipped directly to the Radisson at the above address. Return shipping of materials may also be arranged directly with the hotel.

Exhibit Fees

The first eight foot long draped table is \$350 for APCO members and \$400 for non-members. The cost of each additional table is \$300 for all exhibitors. Exhibitors can reserve as many tables as needed. One electrical hookup is included (power strips and extension cords are the responsibility of the exhibitor). If a telephone line, Internet connection, or other special item is needed, please advise the hotel directly in advance. Fees for such will be paid directly to the hotel by the exhibitor.

Exhibit fee includes Friday registration/name badges for two participants for each table purchased (so if you purchase 2 tables, you will receive a total of 4 Friday registrations and name badges). Additional exhibitor registration/lunch tickets for Friday are available and should be reserved in advance). All exhibitor attendees must complete a conference badge registration form (see attached), which must be submitted with the exhibition registration form and payment.

Exhibitors who also wish to attend the Thursday conference sessions will need to register separately for the Thursday conference, at a cost of \$50 per person (\$75 the day of the conference). The conference fee includes lunch and admission to the awards cocktail reception on Thursday evening.

Payment Due with Registration

All exhibition registrations must be received with payment. Registration forms without payment cannot be guaranteed, as all space is first come, first served.

Please make checks payable to: **Colorado APCO**.

Mail registration with payment to:

Kathy Imel
Colorado APCO/NENA Exhibit Registration
La Loba International, Inc.
10374 Julian Court
Westminster, CO 80031

If you would like to pay by credit card, we can now accept credit card payments. You will need to fill out and sign the attached credit card payment form. All credit card transactions will be run through our secure connection to PayPal.

Cancellations and Refunds

Paid space reservations may be cancelled until August 31, 2009, with a 50% cancellation penalty. After August 31, no refunds will be given for cancellation. Any refunds will be paid by Colorado APCO within 60 days of the end of the conference.

Room Reservations

Exhibitors are responsible for making their own room reservations for overnight accommodations. Individual reservations can be made by calling the Radisson directly at (303) 776-2000 or (800) 843-8240, and individuals must refer to Colorado APCO/NENA Associations when making the reservation in order to receive the special group rate of \$105 plus tax.

All reservations must be made by 5:00 p.m. Mountain Standard Time on September 7, 2009, in order to guarantee the rate. All requests, including room type, smoking preference etc. will be accommodated upon availability. For all individual reservations, the Hotel requires a guarantee for late arrival (6:00 p.m. Mountain Standard Time or later) with either a major credit card or deposit of the first night's room and tax charge. If guests need to cancel their reservation, the Hotel must receive a phone call before 6:00 p.m. Mountain Standard Time on the date of arrival in order to avoid a no-show fee of one night's room and tax charge.

CHECK-IN TIME: 3:00 p.m. CHECK-OUT TIME: 12:00 p.m.

Guests arriving early or departing late will be accommodated by the Hotel upon availability. The Hotel's bell staff will make every effort to store baggage for early arrivals, and for those that are attending a function on their departure.

Door Prizes

To encourage attendance, Colorado APCO/NENA will be awarding cash door prizes ranging from \$50 to \$100. Exhibitors are also encouraged to supply other door prizes. These prizes will be awarded either during the reception on Thursday evening or after lunch on Friday.

Sponsorships

Several sponsorships are available (see attached form). These sponsorships will be used toward various conference expenses, and your company's name (and logo, if supplied) will be prominently and proportionately displayed on conference materials and on the Colorado APCO web site. Sponsorships will also include exhibit hall fees and Friday exhibitor registrations (number included will depend upon sponsorship level).

Questions?

Contact: Kathy Imel
Colorado APCO Commercial Chair
Email: kjmel@aol.com
Phone: 303-438-9565
FAX: 303-438-1244



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Exhibitor Registration Form

CONTACT NAME:* _____
TITLE: _____
COMPANY NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ **ZIP CODE:** _____
TELEPHONE: _____ **FAX:** _____
EMAIL: _____

*Note that the contact person identified above will receive all future correspondence regarding the exhibition.

EXHIBIT SPACE RESERVATION:

Reserve one eight foot draped table at a cost of:
(2 registrations are included with table registration)

\$350.00 – APCO Commercial Member \$ _____
(Member number: _____)

or

\$400.00 – Non-member \$ _____

Number of additional tables: ____ x \$300 each = \$ _____
(includes two additional exhibitor registrations per table)

Additional exhibitor registrations: ____ x \$25 each = \$ _____

Thursday conference registrations: ____ x \$50 each = \$ _____

Total Amount Enclosed \$ _____

Registration information may be mailed, emailed (kjimmel@aol.com) or faxed to Kathy Imel, at 303-438-1244.

To ensure your space, send your payment as soon as possible. Registrations without payment cannot be guaranteed. Any questions, contact Kathy Imel at 303-438-9565 or kjimmel@aol.com.

PLEASE MAKE CHECKS PAYABLE TO: Colorado APCO

MAIL REGISTRATION FORM WITH PAYMENT TO:

Kathy Imel
La Loba International, Inc.
10374 Julian Court
Westminster, CO 80031

Federal Tax ID for Colorado APCO: 84-0941494

To charge your payment to a credit card, please provide the following information and send this form in with your registration:

Type of Card: _____

Credit Card Number: _____

Exp Date: _____

Security PIN Number on Back of Card (3 digit code for Visa/MC) or front of card (4 digit code for Amex): _____

Name on the Card: _____

Email address of cardholder: _____

Signature of cardholder: _____



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Exhibitor Badge Registration Form

Please use this form to pre-register your company's attendees. You are entitled to two exhibit registrations/badges with your table registration (two for each table that you purchase).

COMPANY NAME: _____
(Must match booth registration name.)

EXHIBITOR Badge #1:

NAME: _____
TITLE: _____
TELEPHONE: _____
EMAIL: _____

EXHIBITOR Badge #2:

NAME: _____
TITLE: _____
TELEPHONE: _____
EMAIL: _____

Please duplicate this page for each additional 8 foot table you have reserved or for each additional Employee at \$25 each.



COLORADO APCO/NENA 27th ANNUAL CONFERENCE AND VENDOR EXHIBITION OCTOBER 8-9, 2009

SPONSORSHIP OPPORTUNITIES

The two-day conference and vendor exhibition (the exhibition is October 9) could not exist without our various sponsors. Through your generous donation of equipment, materials, and money (especially money!), we are able to provide the Colorado APCO and NENA members with a wonderful and informative experience, at a low cost. Keeping the cost low means that more of our members are able to attend, even if they have to pay the registration fee themselves. For our sponsors, that means more people who will see you, your company, and your products.

All sponsors will have their names acknowledged on our web site, in the official program, on placards at the Conference and Vendor Exhibition, and at the sponsored event (if applicable).

Please consider becoming a sponsor at one of the levels shown below. Sponsorships can also be shared between vendors.

Monetary Sponsorships:

Monetary sponsorships are the best value as they include publicity as well as complementary exhibit hall space. There are three levels to choose from:

<u>GOLD LEVEL</u>	<u>SILVER LEVEL</u>	<u>BRONZE LEVEL</u>
Contribution of \$6,000 or more	Contribution of \$2,500 to \$5,999	Contribution of \$1,000 to \$2,499
<ul style="list-style-type: none"> • Three (3) complimentary tables in exhibit hall. • Six (6) complimentary full conference registrations • Title sponsor of any event you select to sponsor • Your company's logo on CO APCO web site with link to your company's home page • Listing on sponsor signboard 	<ul style="list-style-type: none"> • Two (2) complimentary tables in exhibit hall. • Four (4) complimentary full conference registrations • Title sponsor of Tier 2 or 3 event you select to sponsor • Your company's logo on CO APCO web site with link to your company's home page • Listing on sponsor signboard 	<ul style="list-style-type: none"> • One (1) complimentary table in exhibit hall. • Two (2) complimentary full conference registrations • Title sponsor of Tier 3 event you select to sponsor • Your company's logo on CO APCO web site with link to your company's home page • Listing on sponsor signboard

Single Event Sponsorships:

If you prefer to just sponsor an event, the following events are available. Individual event sponsors receive two Friday lunch tickets and recognition on the CO APCO web site and in the conference program. Registration tables are not included with event-only sponsorships.

<u>Tier One:**</u>	<u>Tier Two:**</u>	<u>Tier Three:**</u>
Friday luncheon \$4,500	Thursday reception \$2,000	Refreshment breaks:
Thursday luncheon \$3,500	Conference program \$1,500	Thursday AM \$750
	Keynote speaker \$1,200	Thursday PM \$750
		Friday AM \$750
		Conference Room sponsor:
		Break Room 1 \$500
		Break Room 2 \$500
		Break Room 3 \$500

** Events with strike-outs have already been taken.

For questions or to arrange for any of the above sponsorships, please contact Kathy Imel, Colorado APCO Commercial Chair and Exhibition Coordinator, at 303-438-9565 or by email at: kjimel@aol.com

THANK YOU!

Colorado APCO is a not-for-profit corporation registered in the State of Colorado.
Federal tax ID number is: 84-0941494