



**EXHIBITOR/SPONSOR
PACKAGE**

AAPPA

**2011 ANNUAL
CONFERENCE**

July 13-15

San Destin, Florida



Dear Business Leader and Interested Vendor,

Please allow us to inform you of an opportunity to participate in the Alabama Association of Public Personnel Administrators (AAPPA) annual conference to be held in San Destin, Florida on July 13-15, 2011. This will be a conference with delegates from across the entire state of Alabama. AAPPA has 125 active members throughout the State of Alabama, representing municipalities, counties, state agencies and hybrid agencies (city-county planning commissions, regional councils, Indian agencies and governmental utilities). Therefore, if you would like your business to catch the eye of these folks who will be attending the conference, here is your chance!

The following pages include an exhibitor/sponsor form for your convenience, which includes the sponsorship and exhibitor information. Do not hesitate to contact us with any questions you might have. We appreciate your interest and hope to see you at the conference!

Come join us at the beach!

Sincerely,

Susan Lovett
AAPPA President

2011 EXHIBITOR/SPONSOR REGISTRATION FORM

CONTACT INFORMATION - Indicate your Attendance at Conference and Events _____ (YES) _____ (NO)

EXHIBITOR NAME:	
COMPANY/ORGANIZATION	
MAILING ADDRESS	
CITY/STATE/ZIP	
DAYTIME TELEPHONE #	
FAX #	
E-MAIL ADDRESS	
FEIN NUMBER	

Your exhibitor registration fee includes lunch and breaks, reception on July 13 and awards luncheon on July 14 for one representative. Please **PRINT** or **TYPE** names for badges for your representatives and indicate in the spaces shown whether they will attend.

ADDITIONAL REPRESENTATIVE ATTENDANCE INFORMATION

NAME(S)	
TITLE	
ORGANIZATION	
ADDRESS	
CITY/STATE/ZIP	
DAYTIME TELEPHONE #	
E-MAIL ADDRESS	
FAX #	

(Additional forms may be added to register more exhibitors/attendees from your organization)

FEES: Regular exhibitor fees are set at \$500.00 per exhibitor (includes one attendee, lunch and attendance at all activities).

SETUP: All exhibitors will be provided with skirted tables, linens, etc. Technology equipment and electrical outlets are extra and you must submit a copy of the completed attached Electrical Exhibit Services Form directly to the San Destin Resort in advance if you require technology equipment or an electrical outlet.

CANCELLATION AND REFUND POLICY: All cancellations must be in writing. A 50% waiver of the fee is applied to any organization cancelling their attendance in less than 30 calendar days of the conference. The entire amount is forfeited if a cancellation occurs within 15 calendar days of conference. Cancellations of any kind are subject to a \$150.00 non-refundable administration fee. A substitute participant may be designated in place of a registrant who cannot attend.

ADDITIONAL INFORMATION:

- Door prizes are welcomed but not required and are at the discretion of the exhibitor.
- All hotel spaces are subject to the same rates as conference attendees and are at the expense of the exhibitor.
- Credit Card Payments: We are unable to accept credit cards at this time. We do apologize for this inconvenience.
- Booth Assignment: Booths will be assigned on a first come/first serve basis. Spaces will be assigned based on the date registration and payment is received.
- Booth Set-up Time: Vendors may begin setting up their booth on July 13th. Although all reasonable security measures are taken in the exhibit hall, individual booths and materials contained within are the responsibility of the exhibitor.
- Booth Tear Down Time: Friday, July 15th. (Also may be subject to the San Destin Resort and Conference Center Regulations).
- You may mail, fax or e-mail your registration form commitment. Checks for registration of organization should be made payable to:

Alabama Association of Public Personnel Administrators (AAPPA) and mailed to:

Charlie M. Lassiter, Treasurer
Alabama Association of Public Personnel Administrators (AAPPA)
P O Box 348
Montgomery, AL 36101-0348

Telephone Number: 334-242-1670

Fax Number: 334-242-1108

Charlie.lassiter@revenue.alabama.gov

DOOR PRIZES

COMPANY NAME:

REPRESENTATIVE:

DOOR PRIZE:

**THANK YOU IN ADVANCE FOR YOUR
SUPPORT IN THIS CONFERENCE!**

This form and door prizes may be turned in at the
Registration Desk