



VENDOR PACKAGE

AAPPAs

2010 ANNUAL
CONFERENCE

July 14-16

San Destin, Florida



Dear Business Leader and Interested Vendor,

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 14-16, 2010. This will be a conference with delegates from across the entire state of Alabama. AAPPA has 122 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 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,

Deloris Brown, AAPPA President

EXHIBITOR REGISTRATION AND CONTACT INFORMATION

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 14 and awards luncheon on July 15 for one representative. You may add additional representatives for a cost of \$40.00 each. Please PRINT or TYPE names for badges for your representatives who 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.

- 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 14th 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 16th. (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:
AAPPA Alabama Association of Public Personnel Administrators
and mailed to:
Charlie M. Lassiter, Treasurer
Alabama Department of Revenue
50 Ripley Street – Room 4102
Montgomery, Alabama 36132
Telephone: 334-242-1670
FAX: 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