



APCO Washington State Chapter

Memo

To: Vendors wanting to Participate in 2008 Conference

From: Thad Parker, Commercial Advisory Member

Date: Mar 19, 2008

RE: Registration for 2008 Conference

Attach: Booth Registration Form

Summer Conference is once again fast approaching. This year's conference will be held once again in Wenatchee, Washington on 24th to the 26th of June. I am pleased to state the Summer Conference last year was well attended by our membership and commercial vendors. We are planning to have the same or even better numbers at this year's conference.

Special Opportunities: This year we are planning to have a Golf Tournament on Tuesday the 24th. The plans are to have each Vendor sponsor a Member. We will put all the APCO members in one bag and all the Vendors in another and draw for Teams. This should be a fun event and a day of Socializing with our customers. After golfing, we will have our Chapter Dinner. More details will follow.

This year the Washington APCO Executive Board has approved a booth fee of only **\$250** for this year's conference. Once again this show is the most bang for the dollar!!!

Sponsorships: We have several opportunities for Sponsorship of the Breakout sessions, Breakfast and Lunch. If you are interested in Sponsoring please let me know as soon as possible.

Door Prizes: Each vendor is asked to provide at least one door prize for conference attendees. If you would like to send your door prize early to the show please contact me.

Washington APCO has been very generous in keeping booth costs down for the show. Let's return our gratitude with some nice door prizes for conference attendees.

Specials: Many of you have asked for Cocktail tables, taller chairs, additional tables, TV's... etc for your booth. I will need to work through these on a case by case basis on what Nancy's Party Rentals has available. If you would like something special in your booth please contact me in the next couple of weeks and I will try to accommodate your request.

Logistics: Below is the show schedule and Conference registration. Please be prompt in setting up your booth by show time. Likewise, plan on keeping your booth up until the last minutes of the show. It is very important that we exhibit all time we are scheduled.

Payments: Washington APCO accepts payments of Check anytime and payment by Credit Card at the show. **WE DO NOT ACCEPT AMERICAN EXPRESS.**

Make checks payable to: Washington State APCO

Send Advance Payment to:

**Washington APCO
Atten: Thad Parker CCAM
1849 SE Magnolia
Chehalis, WA 98532**

Conference Schedule:

Tuesday, June 24th

Afternoon Golf Tournament
Evening Chapter Dinner

Wednesday, June 25th

0900-1600 Vendor Booth Setup
1700-1930 Vendor Hall Opening (Vendor Sponsored Wine and Cheese)

Thursday, June 26th

0730 Continental Breakfast
0900-1400 Vendor Hall Opened
1400 Vendor Hall Tear Down Begins
1800 APCO Awards Banquet

Cost: \$250.00

Location: West Coast Wenatchee Center Hotel
201 North Wenatchee Avenue
Wenatchee, WA 98801
509-662-1234
509-665-8764 Fax

Contact:

Thad Parker
Commercial Advisory member
1849 SE Magnolia
Chehalis, WA 98532
360-748-4488
775-766-8179 Fax
thad@alster.com

Travel: Most of you will be driving into Wenatchee from Seattle. It is a very scenic drive, encompassing the crossing of two Mountain Passes. Wenatchee does have an airport for those of you interested in flying in.

The Coast Wenatchee Hotel is the sponsoring hotel. Room Reservations can be made at: 509-662-1234

Other Hotels:

1. Red Lion Hotel	★☆☆☆☆	\$69
2. Comfort Inn	★★★★☆	\$81
3. La Quinta Inn	★★★★★	\$53
4. Super 8 Motel Wenatchee	★★★★★	\$53
5. The Coast Wenatchee Center Hotel	★★★★★	\$92
6. Travelodge Wenatchee	★★★★☆	\$62
7. Value Inn	★★★★★	\$42
8. Best Western Chieftain Inn	Rate It!	\$60
9. Holiday Lodge	★★★☆☆	\$40
10. Economy Inn	Rate It!	\$40

Websites and Links:

- www.apcowa.org
- www.cityofwenatchee.com
- www.pangbornairport.com
- <http://www.wenatcheevalley.org/>
- <http://www.fs.fed.us/r6/wenatchee/planning/planmain.htm>

Please let me know if you have any questions or suggestions.

Vendor Registration Form for Summer Conference 2008

Company: _____

Contact Name: _____

Address: _____

CITY: _____

STATE: _____ ZIP _____

EMAIL: _____

PHONE: _____ FAX: _____

Number of Booths Requested _____ **Booth order is selected by when registrations are received. Return these ASAP for best booth selection!!!**

Special request for booth: _____

June 24th Golf Tournament Yes /// No
Number of People _____

June 24th Chapter Dinner Yes /// No
Number of People _____ \$30 per ticket

June 26th Chapter Awards Banquet Yes /// No
Number of People _____ \$30 per ticket

Would you like to Sponsor:
Breakout Session @ \$500 _____

Breakfast \$1200 _____

Box Lunch \$1800 _____

Fax to: 775-766-8179
Attn: Thad Parker

Commercial Advisory member
1849 SE Magnolia
Chehalis, WA 98532
360-748-4488
775-766-8179 Fax
thad@alster.com

Notes:

- Once I receive your registration, a map of the conference Hall will be sent back to the contact listed on the form for selection. Please select your booth ASAP. If you take longer than 1 day to select your booth I will move to the next in line.
- Cancellations for booth spaces are accepted at no charge until a Month before the start of the show. After that time you will be billed the full amount for your space.
- No shows will not be allowed to attend the following year's conference.
- You may ship your booth and equipment to the hotel prior to the show. Your shipment will need to be coordinated with the Hotel for you to pickup upon your arrival. I will not be available to help find your shipment for you.
- Post show shipments will also need to be arranged with the hotel and shipping agency of your Choice. The hotel will have FedEx and UPS come to the convention center for pick up the day after the show. I will not be responsible for arranging your post show shipments.
- All vendors are required to keep their booth intact during show hours. No early tear downs.
- We will have an APCO ambassador this year to help with any questions or problems that arise during the conference. Keith Flewelling with CRESA has graciously volunteered for this position. Keith will assist with problem solving, door prizes, just about anything related to making the show run smoothly.
- As vendors we get the most value from the show when the members are on our show floor. Please do not remove member from the show floor for "hospitality" purposes. The show times are there for our membership to visit all of the vendors.