

January 2018



Dear Friends of Public Works,

The 2018 Spring Conference of the Wisconsin Chapter of the American Public Works Association (APWA) will be held in Green Bay, Wisconsin at the KI Convention Center on May 2nd, 3rd, and 4th. Rooms are available at the Hyatt Regency, which is attached to the KI Convention Center.

The APWA Spring Conference provides a great opportunity for your company to exhibit your products and services to Public Works industry professionals who are responsible for specifying and/or purchasing equipment, materials, and services related to the public works industry. This conference provides exhibitors with great exposure and opportunities for personal contact with conference attendees and should prove to be very beneficial to your company.

The Spring Conference includes exhibitor space with display areas of 8' x 10' that will be available for setup all day Thursday and Friday morning. The exhibitor hall will be open to the general session room, as well as the location of session breaks. Please note that **display areas are limited** and should be reserved as early as possible. All display areas will be issued on a first come, first paid basis.

If your organization is interested in being a Conference or Chapter Sponsor, please refer to the [Sponsorship Program Enrollment form](#). Complete details of the [Sponsorship Program are also available](#). If you are already a sponsor, your support is much appreciated!

Our conference planning also includes a request for donations of door prizes for a drawing to be held following the conference lunch on Friday, May 4th. If you would like to donate a prize for this event, space is provided on the [Exhibitor Registration](#) page. Future door prize winners thank you!

Please use the [APWA website](#) for online registration. We will be contacting registered exhibitors for selection of display areas. We look forward to seeing you as an exhibitor and as a conference participant this spring in Green Bay.

Thanks again,

Steve Grenier, P.E.
Director of Public Works
City of Green Bay
stevengr@greenbaywi.gov

Matt Woicek, P.E.
APWA Spring Conference Committee
City of Green Bay
mattwo@greenbaywi.gov

TERMS, CONDITIONS, AND FEES:

1. Exhibitor Space Terms:

A. Hours of vendor exhibits:

- Thursday, May 3rd, 2018 from 8:00 a.m. to 4:00 p.m.
- Friday, May 4th, 2018 from 8:00 a.m. to 11:30 a.m.

B. Exhibits may be setup between 4:00 p.m. & 8:00 p.m. on Wednesday, May 2nd and between 6:00 a.m. & 7:30 a.m. on Thursday, May 3rd.

C. Exhibits must be removed by 2:00 p.m., Friday, May 4th.

D. Exhibit space must be reserved by April 13th and will be assigned in the order they are reserved and paid for.

2. Exhibitor Space Conditions:

A. Rental for each 8' x 10' exhibit booth space is \$425 and includes:

- One (1) Full Registration for the 2018 APWA Spring Conference
- Back and side pipes with drapes
- One (1) eight ft. skirted table
- Two (2) Chairs
- WIFI

B. Other Services (such as hard cable Ethernet connection, electrical power, etc.) are available for an additional fee. Vendors shall contact Matt Woicsek with the City of Green Bay at mattwo@greenbaywi.gov to make arrangements for additional services and the fees associated.

C. Vendor Storage: Vendors are not advised to ship materials to the KI Convention Center prior to the conference. The KI Convention Center does not have secure storage available for vendor materials prior to the start of the conference. If secure storage is needed, contact Matt Woicsek with the City of Green Bay at mattwo@greenbaywi.gov.