

BUSINESS PARTNERS CONFERENCE APPLICATION
2008 SPRING MEETING
WEST VIRGINIA ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS

You are cordially invited to set up a display at the next conference of the West Virginia Association of Physical Plant Administrators. The conference will be held at the Stonewall Resort (304-269-7400) on April 13 & 14 2008. Our association consists of over 50 Physical Plant Directors and plant personnel, who are located throughout the entire state in various institutions of higher education. We attempt to select a cross-reference of various vendors that meet the daily physical plant requirements. We have chosen your company as we feel that you could be an ideal representative to show a display.

Each vendor will be allowed a space approximately 8 ft. x 8 ft. in area. The cost of each display area is \$300.00. Vendors can begin setting up at approximately 1:00 pm on Sunday. For each display area, there will be two free tickets to our Happy Hour and Banquet on Sunday, April 13th at 6:00 pm. If additional people wish to attend the Happy Hour and Banquet from your company, add \$45.00 for each additional person. If you know the number attending from your company for the meal, just enclose the appropriate amount per person along with the vendor registration fee. To be assured of your room reservations and reduction rates, please mention WVAPPA and be sure to reserve your room prior to March 13, 2008. Rates should be \$115.00 per night. Our Group ID number is 231522. Also, space is limited so get your reply in early. Current year members will get first refusal for the spaces.

If you are interested in setting up a display at this conference, please return the application AND fee no later than March 7, 2008 to:

David Dial, Treasurer
Assistant Director
WVU/NASA
100 University Drive
Fairmont, WV 26554
(304)367-8210 phone or (304)367-8374 fax

SPRING 2008-WVAPPA MEETING

I will display and need _____ booth spaces (8 x 8)

MEMBERS-\$250.00 _____ NON-MEMBERS-\$300.00 _____

NOTE: If you have previously set up a membership-(\$50.00) you are a member-please refer to the President's Letter for further clarification if needed.

Additional attendees for the banquet _____ (\$45.00 each) TOTAL ENCLOSED _____

Company _____

Phone _____

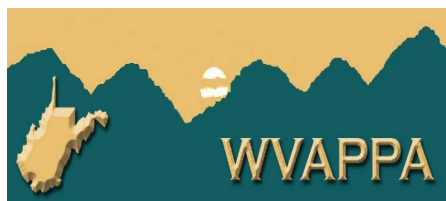
Address _____

E-Mail _____

Contact _____

Signature _____

Date _____



SPONSORSHIP OPPORTUNITIES!

Each year we provide sponsorship opportunities to those that would be interested in reaching the conference attendees. Some of the events that will need sponsors are: the Annual Banquet, Musical Entertainment, Reception and Breaks. Another great sponsorship opportunity is the Golf Outing. This is an excellent networking time for the vendors to have face time with the attendees. We are also looking for "favors" to be presented at the place setting of all banquet attendees. What would be preferred is something different than what will be available at your booth during the sessions. This is an excellent networking time for the vendors to have face time with the attendees. Some suggested levels are below:

Bronze- \$250.00
Silver-\$500.00
Gold-\$750.00
Platinum-\$1000.00

If you are not in a position to donate at the specific levels, any and all contributions will be accepted and appreciated. All donations will aid in our efforts to keep conference costs at a minimum. For your sponsorship, you will be given the opportunity to showcase your company during the event(s) you sponsor with signage and acknowledgement from our President, Joe Fisher! Gold sponsors will be given the opportunity to place a 1/8 page business card ad in the WVAPPA Newsletter. Platinum sponsors will be given the opportunity to place a ¼ page business card in the the WVAPPA news letter. This newsletter goes to all WVAPPA members and can be a wonderful networking tool after the conference! You will be recognized on our website as a sponsor of an event (s) for the 2008 conference. Don't miss out on these opportunities!!

I would like to sponsor or co-sponsor the following amenities.

GOLF OUTING _____ RECEPTION (OPEN BAR) _____

CONTINENTAL BREAKFAST _____ BREAK _____

DRINK BREAK _____ AFTER BANQUET (OPEN BAR) _____

RECEPTION HORS d' OEUVRES _____ MUSIC (AFTER BANQUET) _____

TOTAL AMOUNT ENCLOSED _____

Company

Address

Phone

E-Mail

Contact

Signature

Date