

November 30, 2010

Time seems to be going way to fast. It's about that time again for the Indiana NENA Conference. We would like to take this time to thank you for making last years conference a success. Without our wonderful vendors we would not have had such a great conference. We really appreciate every one of you.

Our 2011 conference will be at the Sheraton Hotel, 8787 Keystone Crossing, Indianapolis, Indiana phone number 317-846-2700. When making reservation mention that you are with the Indiana NENA Conference and receive special rate on your rooms. The conference dates are April 4th through April 8th, 2011.

The vendor show will be April 7th, 2011 starting at 12 noon until 4:00PM. This will be exclusive vendor time. The vendors may start setting up on Wednesday April 6th, 2011 from 7:30PM until 9:30PM. Then on Thursday April 7th, 2011 starting at 7AM until 12 noon.

Unfortunately, we had to increase our booth prices this year. But with the increase we have added a standard electrical hook up at each booth. If your electrical need is different check the vendor exhibitors contract and make the appropriate notation and price increase. If you need and extra exhibitors table at your booth you need to notify us when completing your contract; no additional tables will be set up the day of the show according to the hotel personnel.

If you are unable to attend our Conference but you would like your handout materials displayed the cost for this will be \$100.00. Your handout materials and payment should be sent to Indiana NENA, c/o Mary McGuire, Brownsburg Police Department, 31 N. Green Street, Brownsburg, Indiana 46112 by March 31, 2011.

As usual our Banquet will be held on Thursday evening and all vendors are welcome to attend. At the banquet we will have the insulation of the new NENA Officers', some awards will be given then after the banquet there will be time for music and dancing. The tickets for the banquet are \$50.00 each. You can order these tickets when you complete your exhibitor's contract or the day of the vender show.

There are also sponsorships available. Your company could sponsor a number of events such as break out sessions, signage, printing, just to mention a few. If you are interested in sponsoring an event contact Mary McGuire at phone number 317-850-7694 or email mmcguire@brownsburgpolice.org.

Again I would like to take this time to thank you very much for your support and for attending our conferences. We appreciate every one of you. Hope you and yours enjoy the holidays and we are looking forward seeing you at our Indiana 2011 NENA Conference.

Sincerely,

Mary E. McGuire
Vendor Chairperson

INDIANA NENA 2011 VENDOR EXHIBITOR'S CONTRACT

Company Name: _____ Company #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person's Name: _____

Email address: _____ Fax #: _____

Type of Product:

- Cad System
- Recording System
- Mapping Programs
- Records Management Systems
- Dispatch Furniture
- Training Programs

Vendor Show Times: Thursday April 7th, 2011 from Noon to 4:00 P.M.

Vendor Set-Up Times: Wednesday April 6th after 7:00 PM to 9:30 PM
Thursday April 7th 7:00 AM to 12:00 Noon

BOOTH INFORMATION: Booth Size 12' with a 6 foot table and skirt, two chairs, and standard 120V (extension cord), 1-20 AMPS single phase electrical hook up. *If you need to upgrade the electrical supplied to your booth please note below and add the appropriate upgrade cost to your payment.

COST OF BOOTH: Early Bird special cost \$525.00 (contract and payment MUST BE post marked by February 15, 2011); Contracts and payments post marked after February 15, 2011 the cost will be \$600.00.

EARLY BIRD PRICE \$ _____ REGULAR BOOTH PRICE \$ _____

Extras if needed day of show:

	<u>Advance Order</u>	<u>On-Site Orders</u>
Extension cords/power cords	___ \$10.00	___ \$20.00
Wired Internet Connection	___ \$50.00	___ \$65.00
Extra Table	___ \$20.00	___ N/A

***Electrical Upgrades:**

120V (quadbox), 21-30 AMPS, Single Phase	___ \$70	___ \$140
208V/220V, 1-20 AMPS, Single Phase	___ \$75	___ \$135

Fax: 317-858-6005
Cell Phone: 317-850-7694
Email: mmcguire@brownsburgpolice.org

OR

Bonnie Kent
Frontier Communications
Office: 317-896-6607
Fax: 317-867-3791
Cell Phone: 317-696-0030
Email: bonnie.kent@ftr.com

Make Payment to: Indiana NENA

Mail contract and payment to: Indiana NENA
C/O Mary McGuire
Brownsburg Police Department
31 N. Green Street
Brownsburg, Indiana 46112