



APCO International

KANSAS CHAPTER

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July 13, 2010

Dear Vendor

We invite you to participate in the Kansas Fall Conference October 10, 11 & 12, 2010. The fall show, which will be held in Wichita, is proving to be a very attractive venue to attendees and exhibitors.

A copy of the exhibitor contract is enclosed for your consideration. Note that the final booth assignments and layout may vary dependent upon our receipt of the total booth rental payment before September 15, 2010. **Booths will be assigned prior to the start of the conference and you will be given your booth assignment upon arrival.**

All Vendors will need to be set up by 5 pm (firm) on Sunday October 11th (set up is between 1 & 5 pm) Open vendor hours Start Sunday the 11th at 5:00 pm sharp. The one-on-one time with current and prospective customers is invaluable!!!

The conference will be at Hyatt Regency, 400 W Waterman, in Wichita, Kansas. Make your reservation by calling 316 293-1234, be sure to ask for the **APCO** block to receive the group rate of \$ 80.00. Deadline for the block is September 18, 2010

We do have a few sponsorship opportunities available. If you are interested, please contact Michele Abbott ASAP.

Please let us know if you have any questions or need more information.

Sincerely,

Michele Abbott
Executive Council Representative
Vendor Liaison
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