

July 26, 2010

Dear Friend,

The Partners in Community Forestry National Conference is quickly becoming a can't miss conference for urban forestry professionals. The conference offers you the opportunity to exhibit and network with communities, non-profits, utilities and developers. Exhibitors will have several occasions to showcase your goods and services during food and conference breaks, while visiting with attendees at sessions, and during meals. The 2010 Partners in Community Forestry conference will be held in Philadelphia, November 9 -11, at the Loews Hotel.

The exhibit booth fee of \$799.00, (\$599.00 for nonprofits) will provide you with:

- (1) 8 X 10 draped exhibit booth with a 8' high backwall and 3' side rail
- (1) 6' skirted table
- (2) chairs
- (1) 7" x 44" booth identification sign
- (1) complimentary conference registration for your on-site representative

As an exhibitor, you are provided one complimentary registration for your on-site exhibit representative. This complimentary registration includes access to all general and current sessions, networking event and meals starting with breakfast on November 9th and ending with lunch on November 10th.

The exhibit hall will be located in Millennium Hall where breakfast, breaks and the internet cafe will be located. Booth setup begins on Monday November 8th at noon and ends at 6 p.m. Exhibit tear down will begin at 4 p.m. on November 10th following the afternoon break. Enclosed is a schedule denoting registration setup, tear down, and periods of heavy activity.

To learn more about this conference, please visit www.arborday.org/pcf. You can register online using the link above or return the form enclosed. Exhibit space is limited. Feel free to contact me with any questions at jboettcher@arborday.org or 402-474-5655, ext. 297. See you in Philadelphia!

Sincerely,



Jennifer Boettcher
Program Manager

Partners in Community Forestry

National Conference



Presented by



Exhibitor Schedule, High Traffic Times are in Bold

Start Time	End Time	Activity
Monday, November 8th		
Noon	6:00 PM	Exhibitors to Check-in for Conference at Registration Desk
Noon	6:00 PM	Exhibit Area Open for Setup
1:00 PM	6:00 PM	Early Registration for conference attendees (non-exhibitors)
Tuesday, November 9th		
7:00 AM	8:15 AM	Exhibit Hall Open, Continental Breakfast Served
8:15 AM	10:00 AM	Attendees in General Session
10:00 AM	10:30 AM	Networking Break with Exhibitors
10:30 AM	Noon	Attendees in Concurrent Sessions
Noon	1:00 PM	Lunch in the Regency Ballroom, Exhibitors Welcome
1:00 PM	2:30 PM	Attendees in Concurrent Sessions
2:30 PM	3:00 PM	Networking Break with Exhibitors
3:00 PM	5:00 PM	Attendees in Concurrent Sessions
5:30 PM		Exhibit Space to be Locked for the Night
Wednesday, November 10th		
7:00 AM	8:00 AM	Exhibit Hall Open, Continental Breakfast Served
8:00 AM	9:45 AM	Attendees in General Session
9:45 AM	10:15 AM	Networking Break with Exhibitors
10:15 AM	Noon	Attendees in Concurrent Sessions
Noon	1:15 PM	Lunch in the Regency Ballroom, Exhibitors Welcome
1:15 PM	3:20 PM	Attendees in Concurrent Sessions
3:20 PM	3:50 PM	Networking Break with Exhibitors
4:00 PM		Exhibitors Begin Tear Down



Partners in Community Forestry

National Conference



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2010 Exhibitor Registration Form

Deadline for Exhibit Registration – October 1, 2010 – Space Permitting

Company Name: _____
(As you would like it to appear on Conference Signage – please print)

Exhibit Contact: Please list below the person authorizing this exhibit. This person will receive a confirmation and a receipt/invoice for the exhibit.

Name: Mr. Ms. _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Complimentary Conference Attendee: Please list below the person who will be representing your organization at the conference and in your booth using the complimentary registration included with your exhibit. (Complimentary registration does not include lodging.)

Name: Mr. Ms. _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Method of Payment

Fees: _____ Exhibit Booth - \$799.00 _____ Exhibit Booth – Nonprofit - \$599.00

Check –Payable to NADF Money Order Mastercard Discover

Visa American Express **Name on card:** _____

Card #: _____ **Exp. Date:** _____

To Register

Register online at - <http://www.regonline.com/register/checkin.aspx?EventId=811748>

E-mail completed form to – jboettcher@arborday.org Or Fax completed form to (402) 473-9556

Questions – contact Jennifer Boettcher at 403-474-5655 or jboettcher@arborday.org