



New York Metropolitan Chapter

newyorkmetro.apwa.net

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DAVID R. LOVEJOY, PE - 1989
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FELIX G. ANDREWS - 1978

March, 2020

Dear Friend of Public Works:

The New York Metropolitan Chapter of the American Public Works Association will sponsor its annual **Equipment and Products Exposition** on **Wednesday, May 20, 2020**, at the Town of Orangetown Highway Department in Orangeburg, New York.

This outdoor show offers you, the provider of goods and services to public works officials, the unique opportunity of meeting many potential customers and displaying your products at a minimum investment. Attendance generally runs about 400 visitors, most of who are Public Works and government officials from the surrounding areas.

This equipment show will open at 10:00 a.m. with a continental breakfast. At 1:00 p.m. a delicious hot and cold buffet will be served, with the show concluding at 2:30 p.m.

We anticipate that the May 20th show will be a huge success because of its location and easy accessibility to the tri-state area. We invite you to attend, display your equipment and add your expertise to make the show as beneficial as possible to all attendees.

We look forward to welcoming you as a participant at our equipment show at the **Town of Orangetown Highway Department on Wednesday, May 20th, 2020**. The reservation form is attached. Our organization is a non-profit IRS organization and exempt from New York State taxation.

We will inform you prior to the show date of your space assignment and luncheon ticket numbers as well as any other administrative data.

Stephen F. Munno,
Chairman



2020 ANNUAL EQUIPMENT AND PRODUCTS EXPOSITION

EXHIBITOR INFORMATION

The New York Chapter's **2020 Annual Equipment & Products Exposition** will be hosted on Wednesday, May 20, 2020, by the Southeast New York Branch and the Town of Orangetown Highway Department at their facility just over the Tappan Zee Bridge in Rockland County. The facility has previously hosted this event, and has been positively received by our members and exhibitors alike. The site, convenient to major roadways (see attached map), is rather expansive with more than ample space to display all of your commodities.

Chairs and tables are available if needed, and electricity is available on a limited basis, for small usage only (first come first serve). Equipment will be permitted to be brought to the site the evening before and must be removed no later than the morning after.

The show will be advertised through our 1000 person mailing list covering the tri-state area, local papers, news media, etc. and we encourage early registration since we will **list those early registered exhibitors** in all our future advertisements, mailings and promotions. Also, because of the shows proximity to New Jersey, we will also be providing mailings to the Public Works Officials in the APWA New Jersey Chapter.

Exhibition space is priced as follows - \$350 for a single space (15' x 25'), \$200 for each additional contiguous space. A limited number of \$225 table only space (10' x 10') will be provided. Early registrants will receive **2 free lunch tickets** with a full booth purchase! Early registration cost for additional buffet lunch is \$15each, (\$20 at the door).

Please be advised that all spaces and luncheon reservations **must** be accompanied by a check for the **full amount** of the cost no later than May 15, 2020. **We will not be able to secure any spaces without payment.**

As per the requirements of the APWA each vendor/exhibitor is required to show evidence of adequate general liability insurance coverage by furnishing a certificate(s) of insurance, **(to be supplied with registration).**

All certificates of Insurance must: 1. Include the name of the insured, the insurance provider and the insurance company affording the coverage; 2. Evidence of general liability coverage with the limits of \$1,000,000. each occurrence/\$2,000,000. aggregate; 3. Include policy numbers and effective and expiration dates of each policy; 4. Provide for thirty days advance written notice to the APWA of any cancellation of any of the insurance coverage; and 5. **Be issued to APWA and remitted to 2345 Grand Blvd., Ste 700, Kansas City, MO 64108-2641.**

We look forward to your continued support of this organization and look forward to your participation on May 20th, **rain or shine.**

Please address any questions regarding the *show* to:

Stephen F. Munno, Chairman

(845) 359-6500
highwaydept@orangetown.com



2020 ANNUAL EQUIPMENT AND PRODUCT EXPOSITION

REGISTRATION FORM

FIRM: _____

TYPE OF EQUIPMENT/PRODUCTS TO BE DISPLAYED: _____

ADDRESS: _____

CONTACT REPRESENTATIVE: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

E-MAIL ADDRESS: _____

SPACE REQUIREMENTS:

FIRST _____ @ \$350.00 \$ _____
(INCLUDES ONE TABLE AND TWO CHAIRS)

ADDITIONAL _____ @ \$200.00 \$ _____

(NO TABLE OR CHAIRS INCLUDED FOR ADDITIONAL SPACE UNLESS SPECIFIED UNDER ADDITIONAL REQUIREMENTS)

TABLE ONLY _____ @ \$225.00 \$ _____
(INCLUDES ONE TABLE AND TWO CHAIRS)

TOTAL \$ _____

ADDITIONAL REQUIREMENTS:

TABLES # _____ CHAIRS # _____ ELECTRIC: YES _____ NO _____

OTHER (SPECIFY) _____

LUNCHEON RESERVATIONS:

_____ @ \$15.00 \$ _____ PICKED UP AT ADVANCED REGISTRATION DESK

COMBINE TOTAL \$ _____ CHECKS PAYABLE - NY METRO CHAPTER APWA

RETURN TO:

**STEPHEN F. MUNNO
ORANGETOWN HIGHWAY DEPARTMENT
119 ROUTE 303
ORANGEBURG, NEW YORK 10962
(845) 359-6500**

PLEASE KEEP A COPY OF THE COMPLETED FORM FOR YOUR RECORDS. YOU MAY SCAN AND E-MAIL OR FAX A COPY THE COMPLETED FORM AND CHECK TO HOLD YOUR SPACE. FAX 845-359-6062 OR highwaydept@orangetown.com

