



ENGINEERS Make a World of Difference

A Celebration of National Engineers' Week in the Capital District

August 20, 2008

Re: Engineers Week 2009

Dear Colleague:

The Capital District celebration for National Engineers Week will be at the **Albany Marriott**, 189 Wolf Rd in Albany, NY. Our annual event, sponsored by local professional and technical membership organizations, is scheduled for **Thursday, February 5, 2009 and Friday, February 6, 2009** *Exhibitor space will be available on both days, but limited booth space.*

We anticipate record attendance by engineers and other professionals, as this is the sixth year of required continuing education credits. We are planning an award luncheon on Thursday and a Keynote luncheon on Friday; keynote speaker to be determined.

During the celebration, technical and informative programs are offered, our Future City contest winners display their projects, and the popular model bridge contest is held. This year's event will be topped off with reception on Friday evening, **February 6th**, in the empire room from 4:00pm-6:00pm.

In addition to your display, you will be listed in our Engineers Week 2009 Program Book as an exhibitor. This document is distributed to all participants. For more information on our Program Book, or should you desire to purchase additional advertising space, please see the enclosed contract. *Exhibitors will receive a \$25 discount on Program Book advertising rates.*

Enclosed is a packet of materials for your use and information. Space allocated for exhibits is limited and is offered on a first come, first served basis. All questions, comments, etc. should be directed to Jennifer Miller, Engineers Week Coordinator, at 518-283-7490, email: jamiller@nysspe.org. Your involvement is important to us and a valuable way for your organization to reach the engineering community.

Sincerely,
Engineers Week 2009 Steering Committee

Enclosures



ENGINEERS Make A World of Difference

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EXHIBITOR INFORMATION

THEME:

"Engineers Make A World of Difference"

DATES:

**Thursday, February 5, 2009 AND
Friday, February 6, 2009**

LOCATION:

The Albany Marriott, 189 Wolf Road, Albany, NY

LUNCHEON: You will get one free lunch ticket for each day you have an exhibit

PARTICIPANTS: Engineers from all disciplines and areas of practice; college and high school students and faculty; state legislators and their staffs; state officials, architects and the general public.

PROGRAM: Career and employment guidance; legislative issues; educational programs and seminars for both engineers and the general public; business and program meetings for participating organizations; exhibits and special media coverage.

EXHIBIT SPACE: One skirted (draped) table 6ft long in a 10 foot space. All payments must be received by **January 12, 2009**. Discounts apply if payment is received earlier.

CHARACTER OF EXHIBITS:

Exhibits should be in keeping with the Engineers Week theme. No exhibits or advertising will be allowed to extend beyond the space allotted to the exhibitor.

PARKING: Free parking is available on location in the parking garage and also in the various parking lots on the Hotel premises. The hotel is not responsible for losses or damage to vehicles or contents.

PROGRAM BOOK: A \$25 discount for advertising in our Engineers Week 2009 Program Book is available to all Exhibitors (see enclosed contract for more details)

EXHIBIT HOURS:

8:00 A.M. to 4:00 P.M.

SET-UP/REMOVAL TIMES (TENTATIVE):

Set-Up: 7:00 A.M. on February 5 & 6, 2009
Removal: After 4:00 P.M.

PLEASE READ:

If you exhibit on both days you MAY have to break down your booth on Thursday. As we get closer to the date, I will confirm if you have to or not. But the Marriott has reserved a room to put your things in overnight, but PLEASE take any valuable things with you.

HANDLING AND SHIPPING:

Small packages for meetings may be delivered to the Hotel no more than one week prior to the program due to minimal amount of storage space. Items should be addressed to the attention Christine A. Frament (518-458-8444) working on the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels. If boxes are shipped prior to one week, a \$2.00 storage fee per day, per package will be added to your final bill. The return shipment of all packages/boxes is the responsibility of the group. Any packages/boxes left at Hotel for more than 30 days will be discarded.

INSURANCE: Exhibitors who desire insurance on their exhibits must make arrangements for it at their own expense. The sponsors will not be responsible for any injury that may arise to exhibitors or their employees, or from any cause or to any person whatsoever, while in transit to or from the building or while at the Marriott.

COMPLIANCE WITH LAWS: Exhibitors must comply with all local laws, rules, regulations, and ordinances in force. In addition, the rules and regulations of the Albany Marriott shall be adhered to.

QUESTIONS AND ADDITIONAL INFORMATION: ENGINEERS WEEK

The Foundation For Engineering Education, Inc.
385 Jordan Rd., Troy, NY 12180
(518) 283-7490 or jamiller@nysspe.org

AFTER YOU HAVE READ THE ABOVE AND FULLY UNDERSTAND AND AGREE TO COMPLY, PLEASE FILL OUT EXHIBITOR REGISTRATION FORM AND SEND IN PAYMENT.

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February 5-6, 2009
Albany Marriott, 189 Wolf Rd.

Exhibitor Registration - DUE BY: January 12, 2009
Exhibitor Space is limited

Step 1 Name: _____ Phone: _____ Fax: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Individual(s) at Booth _____

Step 2 Booth Space: One - 6 ft Skirted table with 2 chairs in the Foyer of the Albany Marriott. You can choose to have a booth on Thursday or Friday or have a booth on both days. **You get ONE (1) FREE lunch ticket for each day you have an exhibit.**

(Company/Firm = for-profit)

(Associations = not-for-profit -- 501(c)

	Company/Firm by Jan 12th	After Jan 12th	Association by Jan 12th	After Jan 12th	TOTAL
Thurs, February 14th	# _____ @ \$325.00	# _____ @ \$400.00	# _____ @ \$200.00	# _____ @ \$250.00	= \$ _____
Fri, February 15th	# _____ @ \$325.00	# _____ @ \$400.00	# _____ @ \$200.00	# _____ @ \$250.00	= \$ _____
BOTH DAYS:					
Thursday & Friday	# _____ @ \$425.00	# _____ @ \$500.00	# _____ @ \$300.00	# _____ @ \$350.00	= \$ _____

For additional lunch tickets: Thursday, Feb. 5th # _____ @ \$20.00 each = \$ _____ and/or Friday, Feb. 6th # _____ @ \$20.00 each = \$ _____

Special Requirements for Booth/Additional Space/table: _____ (A charge may apply)

Step 3 Payment Information: Check enclosed for a total of: _____ Payable to: The Foundation for Engineering Education (FEE)
Please charge to my VISA or Mastercard (complete information below) Mail to: Foundation for Engineering Education, 385 Jordan Rd., Troy, NY 12180

Card# _____ Exp: _____ / _____

Card holder's Name: _____ Signature: _____

Card holder's Address: _____ Zip: _____

CANCELLATION POLICY: refunds will only be made for registrations cancelled by **January 26, 2009, NO shows will be billed.**



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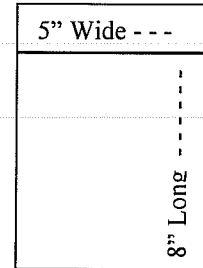
2009 PROGRAM BOOK ADVERTISING CONTRACT

Format: Book will be 5.5" x 8.5" (139.7 x 215.9 mm)

No. Printed: 600 Minimum

Content: Time and description of seminars, list of sponsors, exhibitors and supporters, and other information as available.

Distribution: Seminar participants, Luncheon's, and exhibitors.



Deadline: January 12, 2009

Full Page\$100.00 (5"W (left to right) X 8"L (up & down))

Half Page.....\$75.00 (5"W x 3 7/8"L)

Quarter Page.....\$50.00 (3 7/8"W x 2 3/4" L) OR (5"W x 1 13/16" L)

Discount: A \$25.00 discount on all ad sizes is available to all Exhibitors.

Specifications: All Ad copies must be camera-ready or sent electronically. If composition is required, the advertiser will be billed at \$15.00/hr, or a fraction thereof, minimum of one hour. You can email your ad to Jennifer Miller at jamiller@nysspe.org.

Ad's can be sent electronically, PDF file (preferred) Photo Shop Page Maker .tif file

Payment Information:

Make checks payable to: The Foundation for Engineering Education, (FEE)

Please Charge my **VISA** or **Mastercard** (complete information below)

Card# _____ Exp: ___ / ___

Card holder's Name: _____ Signature: _____

Card holder's Address: _____ Zip: _____

Mail to: The Foundation for Engineering Education, 385 Jordan Rd., Troy, NY 12180

FIRM (please print): _____

CONTACT NAME: _____ **PHONE #:** _____

ADDRESS: _____

EMAIL: _____