

August 31, 2007

Dear Business/Industry Vendors:

The Nebraska Association of Emergency Management (NAEM) will hold its' 2008 Emergency Management Conference **April 11, 12, 13** at the Mid Town Holiday Inn, in Grand Island, Nebraska. This year's conference will be a new format for a change of pace. So on behalf of the NAEM Board of Directors and the NAEM Membership, I wish to take this opportunity to invite you to display your organizations products at our conference.

We will also continue the Vendor's Social Hour this year on Friday night from 5:00 p.m. – 8:00 p.m. We will have a cash bar set up in the Vendor's Area. Along with the social, we will also have various appetizers sponsored by the vendors.

So what are we asking of you as a vendor this year?

We would first like to have you set up by 11:00 a.m. Friday morning April 11, and remain through the last break on Saturday. Secondly, we would ask that you choose to participate in the vendor social. Once again, there is no vendor space fee. Instead, we ask that you donate a door prize (\$25.00 value or more) that each vendor will need to purchase in advance, to be given away at the Saturday Breakfast. At the Social, participants will again need to collect a business card from each vendor to be eligible for the drawing on Saturday morning. If you would like to assist with the food for the social, we would request a \$50.00 contribution or more for appetizers, which we will include your business name in a special thank you in the Conference brochure and on our website at <http://www.naem.us> if received by April 21, 2008.

Room reservations are to be made by you directly with Mid Town Holiday Inn, please make them aware of any specialized electronic hook-ups, or electrical outlets you may need. You can contact the hotel directly at 1-308-384-1330. Tickets for meals are not included, but can be purchased when sending in the vendor registration form. When checking in, please ask for your breakfast/banquet tickets if purchased.

**There is still plenty of vendor space available.
Now is the time to plan. Don't Delay! Register Now!**

Cut off date for being in the flyer is March 21, 2008. Cut off date for vendor space to the conference is March 31, 2008. **Cutoff date for refunds is March 21, 2008.** We look forward to networking with you at the 2008 NAEM Conference in Grand Island, NE on April **11, 12, & 13**, 2008!

*Save the date in 2009 for the NAEM Conference.
It will be held April, 17, 18, & 19 in Grand Island NE
At the Midtown Holiday Inn!*

Nebraska Association of Emergency Management
C/o Adams County Emergency Management
1313 North Hastings Ave.
Hastings, NE. 68901
402-461-2360

VENDOR REGISTRATION

Organization Name: _____

E-mail: _____

Address: _____

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

Phone Number: _____ **Fax Number:** _____

Contact Address: _____

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

Phone Number: _____ **Fax Number:** _____

Description of Service: _____

_____	Door Prize of \$25.00 value or more Each vendor purchases their own door prize	_____ n/a _____
_____	Social Hour \$50.00 or more in Contribution	_____
_____	Sponsor a break for \$250.00	_____
_____	Sponsor Saturday Breakfast, Banquet or Sunday Breakfast	_____
_____	Unattended Table at the Conference \$25.00	_____
_____	Saturday breakfast Tickets _____ @ \$10.00 each	_____
_____	Saturday evening Banquet Tickets _____ @ \$19.00 each	_____
	Total Amt:	_____

**PLEASE MAKE CHECK PAYABLE TO:
NEBRASKA ASSOCIATION OF EMERGENCY MANAGEMENT**

**SEND REGISTRATION AND PAYMENT TO:
Adams County Emergency Management
SHELLY BODEN
1313 NORTH HASTINGS AVE.
HASTINGS, NE 68901
OR EMAIL: sboden@acema.org**

If you have any questions please call Shelly Boden at 402-461-2360 or email, sboden@acema.org