



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula
Administrator

Scott Walker
Governor

TO: Vendor/Exhibitor Coordinator

FROM: Anita Cornell
Governor's Conference Exhibit Coordinator

DATE: January 10, 2012

RE: 2012 Vendor/Exhibitor Information and Registration Form

Please join us! We invite you to participate in the **45th Annual Governor's Conference on Emergency Management and Homeland Security**. This event is scheduled for March 15 and March 16th (1/2 day, conference ends at noon) at the Radisson Paper Valley Hotel & Conference Center, 333 West College Avenue PO Box 8000, Appleton, WI 54911.
www.radisson.com/appletonwi The conference agenda will be posted on the Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov>.

Conference attendance is estimated at 400 participants from the emergency management community (e.g., state, county and local government officials; EMS; law enforcement; fire; volunteer agencies.)

Conferees will have time to view your exhibitions from 8:00 a.m. – 5:00 p.m. Thursday, March 15th as well as a special viewing time from 4:00 – 5:00 p.m. Viewing time is also Friday, March 16, from 8:00 a.m. to noon.

Radisson Paper Valley has rooms set aside for conference attendees. Be sure to indicate to the hotel that you are attending the Governor's Conference on Emergency Management.

The vendor exhibition fee will be \$275.00. The fee includes a single 8' skirted tabletop display, 2 chairs, and table identification and one 10 amp 3 prong electrical port. Breaks and lunch on the 15th and conference registration are included for one exhibitor per display. Additional items (e.g., meals, conference attendance, and high speed internet access) are available for an extra charge. Please check the optional items you would like on the vendor registration form. Displays can be set up starting Wednesday, March 14th after 2:00 p.m. and breakdown must be completed by noon on Friday, March 16th.

Exhibit space is limited, so get your reservation in early. Booths will be assigned on a first come, first served basis. **Payment and a completed registration form are required to reserve your tabletop space.** A confirmation letter will be sent to you after I receive your registration form and fee.

Please feel free to call me at 608-242-3244 or email Anita.Cornell@wisconsin.gov if you have any questions.

