September 23, 2019

Request for Sponsorship/Exhibition at the November 15, 2019 E.P.W.P.C.O.A. Meeting

Dear Vendor:

On Friday, November 15, 2019, the Borough of Topton will be hosting a quarterly meeting of the Eastern Pennsylvania Water Pollution Control Operators’ Association, Inc. (EPWPCOA). Members of the Association will tour our wastewater treatment facility in Mertztown, PA. As these members tour the facility, we will have an exhibition of vendor sponsors, with tabletop displays in the recently upgraded facility. This opportunity allows participants to learn more about your company and products.

The Association is an organized group of wastewater treatment facility and collection system operators, superintendents, managers, and consulting engineers, with a membership in excess of 1,200. Average meeting attendance is between 125 and 200 members and guests. These attendees meet to discuss common experiences, tour new and improved facilities, and learn necessary and improved methods of operation, including exposure to new products and materials.

We would like to make this meeting beneficial to both you and our attendees, by offering this opportunity for your company to become a sponsor of our meeting. A sponsorship will allow you to set up a table top display in the exhibitor’s area and distribute information on your firm’s products and services. Please see the enclosed form for additional information on cost. If a sponsorship is not feasible, cash contributions or a donation of door prizes will be greatly appreciated. Sponsorships of at least $100 will be recognized via posted announcement at the facility and at the luncheon meeting. If a cash contribution is not feasible, a donation of door prizes will be similarly appreciated.

To ensure proper sponsorship recognition and exhibitor space arrangements, please reply at your earliest convenience. Please remit the enclosed and completed Exhibit Table Request Form with your check for the applicable amount, payable to EPWPCOA, Inc. to 244 Mountain Top Road, Reinholds, PA 17569-9077. All requests must be received by Friday, November 1, 2019. All vendors who register will be provided with detailed exhibitor information prior to the meeting date. The EPWPCOA, Inc. is an educational non-profit corporation, recognized by the IRS as a 501(c)(3). All contributions made are tax deductible (Association’s EIN is 23-6417070). If you prefer to send a door prize or contribution, use the Association mailing address above. Please contact Mary Kay Steinman, Executive Director of EPWPCOA at (610) 670-6072 or epwpcoa@ptd.net if you have any questions.

Thank you in advance for your consideration and participation in making our meeting a success.

Yours truly,

Marcus V. Dolny
Borough Manager
MEETING EXHIBIT REQUEST & CONTRACT FORM
November 15, 2019 Meeting
Hosted by the Borough of Topton
Please Type or Letter Clearly
DEADLINE FOR RECEIPT IN REINHOLDS – NOVEMBER 1, 2019

Name of Company: ______________________________________

Contact Person: ______________________________________

Address: Street, Avenue, P O Box ______________________________________

City of Town __________________________ State _______ Zip+4 __________

Phone Number: ________________________ E-Mail __________

I/We request the following Exhibit Space for the Borough of Topton Meeting of the EPWPCOA, Inc. to be held on Friday, November 15, 2019. Exhibits are open 8:30 to 11:30.

[ ] Tabletop Exhibit Space - Fee is $275.00 per table
   (Banquet size table 24" X 72"- no table cover provided)

[ ] Outside Space for Vehicle or Trailer Mounted Exhibit - Fee is $275.00 per space
   Size: ______ By ______ Feet.

[ ] We wish to make a contribution in the amount of $___________ .00.

Our check # ________, in the amount of $_________ .00, made payable to the EPWPCOA is enclosed.

Contact person for THIS event. Please send the Exhibitor Information to:

[ ] Same Name and Address as Above. [ ] Change to as shown below:

Name of Mail Target Person(s): ______________________________________

Address (if different from above): ______________________________________

Please Note: The meeting/lunch registration is NOT included in the exhibit fee or for a contribution.
If you would like to attend the luncheon and did not receive the meeting announcement one can be obtained at www.epwpcoa.org or by emailing a request for an announcement to epwpcoa@ptd.net.

Execution and Submission of this form constitutes a contract and payment is required regardless of participation. NO refund requests are received or refunds paid for non-participation.

Mail this completed form and check to the Association at the address below. To verify your registration also FAX the completed form to the Association at (610) 670-6076. Make Checks Payable to E.P.W.P.C.O.A., Inc. for the amount or the fee shown above and/or your contribution
E.P.W.P.C.O.A., INC.
ATTN: EXHIBIT REGISTRATION
244 MOUNTAIN TOP ROAD
REINHOLDS, PA 17569-9077