



THANKS! Thank you for participating in the APWA Sustainability in Public Works Conference, June 8-10, 2010 at the Hilton Minneapolis, Minneapolis, MN. Your Service Kit contains important information regarding your company's participation including: schedules, rules and regulations as well as hotel and travel information. Please be sure to review it carefully so you know all you need to know.

Please call us if you have any questions: 816.595.5242 and thanks again for your continued support of the American Public Works Association.

GENERAL INFORMATION

Exhibit & Conference Location

Hilton Minneapolis
1001 Marquette Ave. South
Minneapolis, MN 55403
Phone: 612.376.1000
www.minneapolis.hilton.com

Exhibits, education sessions, and onsite registration will be located at the Hilton Minneapolis.

Reservations

Special APWA room rates are available at Minneapolis Hilton. Make your hotel reservations early! Special APWA room rates are offered on a space available basis until May 11, 2010. The APWA rate is \$135.00/night. Rates do not include tax which is currently 13.775%. Please call 1-800-HILTONS to make reservation and be sure to ask for the APWA rate. CODE: APW

Hilton Minneapolis
1001 Marquette Ave. South
Minneapolis, MN 55403
Phone: 612.376.1000
www.minneapolis.hilton.com

APWA Special Rate: \$135.00/night plus applicable taxes

Cut-off Date: May 11, 2010

Call: 1-800-HILTONS

Directions to Hilton Minneapolis

Directions to Hotel

From the East:

Take 94 West toward Minneapolis. Take the 11th Street exit and stay in the right-hand lane. The parking garage entrance is on 11th Street on the right between 2nd Avenue and Marquette. For valet parking, continue past the garage entrance to Marquette and turn right. Follow Marquette to the main hotel entrance.

From the West:

Take 94 East toward Minneapolis. Nearing downtown, take the Hennepin-Lyndale exit and stay in the left lane. Take a left at the first stop light onto Dunwoody Blvd. Turn right onto 12th Street. Follow 12th Street to Marquette Avenue and turn left. Follow Marquette one-and-a-half blocks to the main hotel entrance for valet parking. For self-parking, follow Marquette past the Hilton to 10th Street and turn right. Follow 10th Street to 2nd Avenue and turn right again. Enter the parking garage to your right.

From the North:

Take 35W South to 94 West. Enter 94 West - do not take the exit for 11th Avenue. On 94 West stay in the right-hand lane and take the 11th Street exit. Proceed on 11th Street staying in the right-hand lane. The parking garage entrance is on 11th Street on the right between 2nd Avenue and Marquette. For valet parking, continue past the garage to Marquette and turn right. Follow Marquette to the main hotel entrance.

From the South:

Take 35W North toward Minneapolis. Nearing downtown, follow "Downtown Exits" (#65, a left exit). Take the 11th Street exit. Proceed West on 11th Street staying in the right-hand lane. The parking garage entrance is on 11th Street on the right between 2nd Avenue and Marquette. For valet parking, continue past the garage to Marquette and turn right. Follow Marquette to the main hotel entrance.

From the Light Rail:

Exit train at Nicollet Mall stop. Walk east on platform to Marquette Avenue. Walk South (to the right) on Marquette 5 blocks to 10th Street.

The hotel is on the corner of 10th St. & Marquette Ave.

Downtown Bus: There is a complimentary bus that runs throughout downtown. If taking the Light Rail from the airport depart at Nicolette Mall and pick up Bus Route Marquette. This bus drops directly in front of the Hilton Minneapolis.

Driving Directions from the Airport

Distance from hotel: 12 mi.

Drive time: 20 min.

Directions: Take Highway 5 East to 62W to 35W North and follow "Downtown Exits". Exit at 11th Street and stay in the right-hand lane. The Hilton is located on the corner of 11th Street and Marquette Avenue.

Taxi

Typical Minimum charge from the airport \$25.00 USD

Contact

All questions regarding Exposition policies, space assignment, registration and display limitations should be addressed to the following:

Diana Forbes
APWA Meeting Planner / Exhibit Sales Manager
816.595.5242
dforbes@apwa.net

TABLE TOP SIZE AND INCLUSIONS

- One skirted 6'x30" table
- Two chairs
- One identification
- Inclusion in the show guide portion of the onsite program
- Web listing on APWA's website with link to your website
- 2 Complimentary exhibitor registrations

RULES & REGULATIONS

Please read the rules and regulations carefully. The Rules and Regulations may also be found online in the Exhibitor Service Kit area.

EXHIBIT DESIGN

Table Top Displays:

A. Permitted on Table Top Displays:

- a. Educational sales literature.
- b. Sample of products.
- c. Displays that fit on top of the table. Maximum size allowed for these displays is 2 feet above the table. No materials will be placed behind or in front of the table.
- d. Video equipment placed on table must be no higher than 2 feet.
- e. Drape is allowed over the table; it may cover the dimensions of the table only.
- f. The standard company identification sign is provided by APWA.

B. Prohibited from Table Top Displays:

- a. Free standing floor displays.
- b. Displays that are higher than two feet above the table or obstruct the view of adjoining exhibits. Any materials placed behind or in front of the table.
- c. Mechanical, electrical or other devices, which produce sound that prove disturbing to other exhibitors.
- d. Any special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests.
- e. No helium balloons may be used as decoration, or inflated to distribute to attendees or guests by exhibitors.
- f. No flammable fluids, substances, or materials of such nature, including decorative materials, maybe used at any table top display. No hazardous displays or demonstrations will be permitted and no hazardous materials will be permitted in the exhibit area.

EXHIBIT MOVE-IN

Tuesday, June 8, 2010
1pm – 5pm

All companies must be in place and completely set up by 5:00pm on Tuesday, June 8.

PROGRAM SCHEDULE

The exhibit area will be at the back of the ballroom where the general session is taking place. All food and beverage events will take place in the exhibit area.

Tuesday, June 8, 2010

5:00pm-6:30pm Registration

6:30-8:00pm Welcome Reception and **Exhibit Non-Compete Time**

Wednesday, June 9, 2010

7:30-8:30am Registration / Breakfast / **Exhibit Non-Compete Time**

8:30-9:30am General Session Key Note

9:30-10:30am Refreshment Break and **Exhibit Non-Compete Time**

10:30-11:30am Breakout Sessions

11:30am-1:00pm Lunch and **Exhibit Non-Compete Time**

1:00-2:00pm Breakout Sessions

2:00-2:15pm Break

2:15-3:15pm Breakout Sessions

3:15-4:00pm Break and **Exhibit Time Non-Compete**

4:00-5:00pm Breakout Sessions

Thursday, June 10, 2010

7:30-8:30am Registration / Breakfast / **Exhibit Non-Compete Time**

8:30-9:30am Breakout Sessions

9:30-10:30am Refreshment Break, Prize Drawings and **Exhibit Non-Compete Time**

10:30-11:30am Breakout Sessions

11:30am-1:00pm Lunch and **Exhibit Non-Compete Time**

1:00pm **Exhibits Close**

1:00-2:00pm Breakout Sessions

2:00-2:15pm Break

2:15-3:15pm Breakout Sessions

3:15-3:30pm Break

3:30-4:30pm Closing Remarks

**subject to change

EXHIBIT MOVE-OUT

Thursday, June 10, 2010

1:00-4:00pm

We strongly request that you do not plan to leave before 1pm on 6/10/10.

SHIPPING

Please address packages as follows:

Your Name – Hotel Guest / APWA

David Marcotte – Event Manager

Hilton Minneapolis

1001 Marquette Avenue

Minneapolis, MN 55403

REGISTRATION LISTS

APWA will email the final registration list in .pdf format to all exhibiting companies following the conference. If you need a list for pre-conference mailings, contact Diana Forbes at dforbes@apwa.net or 816.595.5242. If you would like the list in a different electronic format please use the order form enclosed.

LIABILITY INSURANCE

As stated in the rules and regulations for the 2010 Sustainability in Public Works Conference, each exhibiting company is required to carry liability insurance with a \$1,000,000.00 combined single limit bodily injury, accident, and property damage. Each exhibitor should check with their insurance carrier to request a certificate and ask that they be submitted to APWA no later than May 8, 2010.

EXHIBITOR REPRESENTATIVE REGISTRATOIN

Please use the form located in the exhibitor service kit area of the website.

On-Site Registration Dates & Hours

June 8, 2010 5:00-6:30pm

An exhibitor registration includes:

Access to the exhibit area

Access to education sessions and key notes

Welcome Reception, Continental Breakfast, Lunch, Refreshment Breaks

WEATHER IN JUNE

Month	Avg. High	Avg. Low	Mean	Avg. Precip	Record High	Record Low
<u>Jun</u>	79°F	58°F	68°F	4.34 in.	104°F (1934)	34°F (1945)

Thanks again for your participation in APWA’s 2010 Sustainability in Public Works Conference.

See you in Minneapolis!



Diana Forbes
APWA Meeting Planner / Exhibit Sales Manager