



VILLAGE OF POTSDAM

Civic Center - Park Street - P.O. Box 5168 - Potsdam, NY 13676

Phone (315) 265-7480

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April 2018

Dear Colleague:

On behalf of the Local Government Conference Planning Committee, I invite you to join us for the 27th annual **Local Government Conference on Tuesday, October 9, 2018 at SUNY Potsdam**. This conference continues to bring more than 350 local government officials from Northern New York together in one place.

As in the past few years, the conference will be held in Flagg Hall where vendors are showcased in the lobby area.

Workshops address practical issues related to Real Property Tax Administration, Budget & Finance Officers, Code Enforcement Officers, Community Development Leaders, Municipal Boards, Municipal Clerks, Planning & Zoning Board Members and Public Works Officials.

Continuing Education Units (CEU's) awarded in the following tracks:

- Code Enforcement Officers
- Members of Planning Boards and Zoning Boards of Appeals
- Municipal Clerks
- Real Property Tax Administration
- Water and Sewer Operators

Attached is the Exhibitor/Sponsor/Advertising Form. Please complete your level of interest and return it to the address listed on the form by **August 10, 2018**.

I want to express my personal appreciation to you because without your support, this Conference could not take place. For 27 years, you have provided both a presence and financial support as we endeavor to bring quality training to local government officials and staff at an affordable cost. As more information about the Conference becomes available, it will be posted on the conference website at:
<http://www.potsdam.edu/localgovernment>.

If you have any questions about the Local Government Conference, please contact Nancy Hess at 315-267-2538 or 315-267-2168 or email her at hessnl@potsdam.edu. Thank you for your support.

Sincerely,

Jane Powers

Committee Chair

Supervisor, Town of Pierrepont

Sponsor/Exhibitor/Advertiser/ Form
27th Annual Local Government Conference
Tuesday, October 9, 2018

Name of Business: _____
Contact Person(s): _____
Company Attendee(s): (1) _____
(2) _____
Mailing Address: _____
Phone: _____ Fax: _____ E-Mail: _____
Business Card Attached: Yes _____ No _____

Listed are the available options for sponsors, exhibitors and advertising. Please reply by **August 10, 2018**. When sending ads for the conference program, a black and white PDF is sufficient.

SPONSOR BENEFITS: (Donations of \$1,000 or more) **Amount: \$** _____

- 1) **Full page ad in our conference program
 - 2) Display booth: 6-foot table in Flagg Hall Lobby with two chairs
 - 3) Lunch for two participants
- Do you require power: Yes/No

EXHIBITOR BENEFITS: **Amount: \$ 150.00** _____

- 1) Display booth: 6-foot table in Flagg Hall Lobby area with two chairs
 - 2) Lunch for two participants
 - 3) Listing in our conference program
- Do you require power: Yes/No

ADVERTISER OPTIONS AND BENEFITS: **Amount: \$** _____

- 1) **Your selected ad size, plus a listing in our conference program
Please check appropriate box:
 Full Page (7.5" x 9.75") - \$400 1/4 Page (3.6458" x 4.875") - \$130
 1/2 Page (7.5" x 4.875") - \$225 1/8 Page (3.6458" x 2.3139) - \$70

Please send this completed form and payment to: **Nancy Hess, SUNY Potsdam, 204 Raymond Hall, 44 Pierrepoint Ave., Potsdam, NY 13676**. Phone: *315-267-2538 or 315-267-2168 * Fax: 315-267-3350 * E-Mail: hessnl@potsdam.edu

TOTAL AMOUNT: \$ _____

Sponsor **Exhibitor** **Advertiser**

Please make checks payable to the Potsdam College Foundation.