

Dear Vendor

We hope you will join us for this years **37<sup>th</sup> Annual Lodi Vendors' Night**

**Please pay attention to this years Lodi Vendors' Night invitation. To continue to meet the needs of our colleagues, there are changes to this year's event. I will show these changes in bold letters so that they stand out but please review this entire e-mail.**

The Executive Board of the ITE Western – Northern California Section has designated **Thursday, March 18, 2010** as the date for the **37<sup>th</sup> Annual Lodi Vendors' Night**.

This is an opportunity for you to display your products to many of your customers. We have secured the hall in the Hutchings Square Complex. The address is 125 S. Hutchins St., Lodi, CA 95240. The space will accommodate up to 40 tables, and reservations will be made on a first come first served basis.

This year the hall will be available for set up at **12:00 noon** on a first come first served basis meaning the earlier you arrive the better selection of table/s you will have.

The time schedules for this event is as follows:

**12:00 Noon** Display set up (Please do not try to enter the building to set-up any earlier)

2:00PM Vendor Display Time

**4:00PM** Hors d'oeuvres and no host bar

**6:00PM** Dinner (**This year a change takes place for the dinner for it will be a buffet type dinner where you will be serving yourself to a sit down dinner**)

**The uncovered table cost this year is \$260.00 per table. This years charge includes (3) dinner tickets for your customers 'only'. The ITE Executive Board wants you to invite your customers to this event and not use these (3) dinner tickets for extra staff from your company. The cost for any additional dinners will be \$20.00 for each dinner. If you do not have customers to invite for dinner the ITE Executive Board can provide people for you on your behalf.**

Please bring extension cords as needed. I can not guarantee that you will be close to an electric outlet. You may find that you won't need the cords but in case you do you will wish you had them. Hutchins Square does not provide electric cords for you.

**We are asking each attending vendor that purchases at least one (1) table to prepare a Power Point presentation slide that can be played throughout the evening. Slides will need to be emailed to Matt Boyer, Section Vice President, [mboyer@dokkenengineering.com](mailto:mboyer@dokkenengineering.com) by 5:00PM Thursday, March 4, 2010 For each table purchased you are welcomed to make up a slide for it. The more tables purchased the more slides you can displayed for your company. The ITE Executive Board will display your slide on a screen throughout the evening. Your Power Point slide should be a visual type only with no audio. This new power point slide presentation will take the place of the traditional Vendor presentation that took place after dinner. Once dinner is completed the remaining time will be spent taking care of ITE business and handing out door prizes and yes a joke or two...**

I am asking for a contribution of \$30.00 to help pay for the grand prize. We hope that you will be able to donate door prizes again this year. You may purchase raffle tickets at the show and Vendors are eligible to win door prizes. The purpose for the door prizes and raffle is to raise funds for the ITE scholarship program. The ITE Western – Northern California Section is asking that you do not award your own companies door prizes separate so that all funds can go to the scholarship program.

The Hutchins Square Complex personnel related to me our responsibilities to the hall. I am passing this information to you and am asking for your assistance.

1. Please do not tape or mount any banners or items on the walls. Any displays like this need to be self supporting.
2. We have been able to provide electric power to the center tables and we will be working to have this provide again however please do not tape electric extension cords to the floor.
3. We receive a great rate on the cost of the hall. Because of this in order to keep the cost for the hall down we are responsible to clean the hall and to make it look the way we found it. If it is possible for some people to stay and help clean up that would be appreciated and would make the job go by faster. In the past some of our customers have stayed to help clean up our mess. Please make sure that your tables and floor area are clean of trash, tape or what ever is used for your displays. Everything you bring into the hall please take with you.

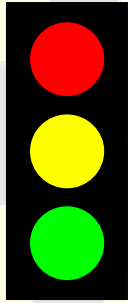
We are asking that all Vendors to not pack up their displays until the very end of the program. In the past there have been Vendors who have packed up early and many customers including the ITE Executive Board has found this to be very disruptive.

If we all work together we can have another successful and enjoyable Lodi Vendors' Night.

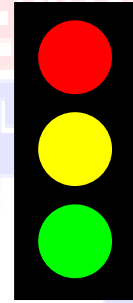
Please make your checks payable to: ITE-Northern California Section. Mail your checks and reservation form to:

**ITE Northern California Section  
C/O Matthew D. Weir  
Kimley-Horn and Associates, Inc.  
11060 White Rock Rd. Suite 150  
Rancho Cordova, CA 95670-6061**

District 6 – Western  
Northern California  
Section



**37th ANNUAL  
LODI  
VENDOR'S NIGHT**



**RESERVATION FORM THURSDAY, MARCH 18, 2010**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Registration [w/uncovered table(s)]: \$260.00 each X \_\_\_\_\_ = \$ \_\_\_\_\_

Please list your (3) dinner guests: 1. \_\_\_\_\_

and who they work for: 2. \_\_\_\_\_

3. \_\_\_\_\_

Special Door Prize Contribution (required): \$30.00 → = \$ 30.00

Dinner (only) @ \$20.00 each X \_\_\_\_\_ → = \$ \_\_\_\_\_

Total: \_\_\_\_\_ → = \$ \_\_\_\_\_

Name(s) of your company dinner attendee(s) and any other sponsored guests:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Each vendor's check should include reservation fees and cost of advanced dinner reservations for vendors and their guests. Also do not forget to include your contribution of \$30 towards the special door prize!! **PLEASE MAKE THE CHECK PAYABLE TO: ITE-NORTHERN CALIFORNIA SECTION.**

**MAIL CHECKS AND RESERVATION FORMS TO: Kimley-Horn and Associates, Inc.  
C/O Matthew D. Weir  
11060 White Rock Rd. Suite 150  
Rancho Cordova, CA 95670-6061**