



NEW YORK METROPOLITAN CHAPTER

AMERICAN PUBLIC WORKS ASSOCIATION

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January 2013

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Dear Supplier:

The New York Metropolitan Chapter of the American Public Works Association will sponsor the **24th Annual Equipment, Products and Services Exposition on Wednesday, May 22, 2013, rain or shine.** This year's show will be hosted by the Long Island Branch and the Town of Oyster Bay, Department of Public Works at their Syosset facility just off the Long Island Expressway (exit 43) at South Oyster Bay Road.

This show has traditionally been the largest display of equipment and products on Long Island. The site is situated on 38 acres with its easy accessibility (right off the Expressway), increased exhibit space, easy delivery and storage of large equipment, food service area and will be available to the vendors that wish to display at the show.

The Exhibitor information and application is enclosed. **Please be advised that an insurance certificate is required to participate in the show and must be submitted with the application.**

Attendance by Highway and Public Works Superintendents, Commissioners, Foremen, Fleet staff and Elected Officials is expected. I look forward to seeing you all on May 22nd at the Town of Oyster Bay Department of Public Works facility and to extending my personal thanks for your participation.

If you have any questions, please contact the Long Island Branch Committee Chairpersons, which are located on the Exhibitor information.

Sincerely yours,

Dominick A. Longobardi
President



**NEW YORK METROPOLITAN CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION**

2013 ANNUAL EQUIPMENT, PRODUCT AND SERVICES EXPOSITION

EXHIBITOR INFORMATION

On Wednesday, May 22, 2013, the Long Island branch will once again host the A.P.W.A. New York Metropolitan Chapter Equipment Show.

The display spaces shall have 20' frontage and 20' depth at the cost of \$300.00 for the first space and \$200.00 for each additional space required. Table booths shall once again be available at a first come first served basis for \$200.00 each. Applicants will be notified if space is no longer available. Chairs and tables are available if needed, as is electricity on a limited scale and heavy equipment can be delivered the day before and picked up the day after.

All spaces are assigned on a first come first served basis and the serving of alcoholic beverages is prohibited. An insurance certificate is required to participate in the show and must be submitted with the application.

We encourage each exhibitor to hold a booth raffle utilizing business cards as raffle tickets. Our intention is to advertise the show extensively, both to the public and private sectors. You should know that there is no charge to view the show. However, there is a \$15.00 fee charged to partake in the buffet luncheon for advance tickets, \$20.00 at the time of the show.

Please be advised that all space reservations **MUST** be accompanied by a check for the **FULL AMOUNT** of the contract, including luncheon ticket reservations. **NO RESERVATIONS** will be honored without payment.

All reservations and payments MUST be received by Wednesday, May 1, 2013

Your participation in this venture will serve to enhance A.P.W.A. progress in both the Branch and the Chapter. We look forward to seeing you rain or shine on May 22nd.

You can contact Dave O'Brien at 516-351-5343 or Ted Blach 516-334-1700 ext. 111 for additional information or regarding site questions, call the Long Island Branch Co-Chairpersons below:

Dominick Stanco

Bob Spinelli

Co-Chairperson

Co-Chairperson

(516) 351-5342

(516) 677-5732

**NEW YORK METROPOLITAN CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION
2013 ANNUAL EQUIPMENT, PRODUCT AND SERVICES EXPOSITION
TOWN OF OYSTER BAY PUBLIC WORKS FACILITY
MAY 22, 2013**

EXHIBITOR APPLICATION

FIRM: _____

ADDRESS: _____

CONTACT REPRESENTATIVE: _____

TELEPHONE NUMBER: _____

SPACE REQUIREMENTS:

20' x 20' FIRST _____ @ \$300.00 \$ _____

20' x 20' ADDITIONAL _____ @ \$200.00 \$ _____

10' x 10' ONE _____ @ \$200.00 \$ _____ (Tables Only)

TOTAL \$ _____

ADDITIONAL REQUIREMENTS:

TABLES # _____ CHAIRS # _____ ELECTRIC: YES _____ NO _____

Note: Electric service limited to single phase, for special requirements

Contact: Bob Spinelli 516-677-5732

OTHER (SPECIFY) _____

LUNCHEON RESERVATIONS:

_____ @ \$15.00 \$ _____ PICKED UP AT ADVANCED REGISTRATION DESK

(\$20.00 at time of show)

TOTAL DUE:	Booth Fees	\$ _____
	Luncheon Tickets	\$ _____
	Total Due	\$ _____

(Fees must accompany application and a one million dollar insurance certificate to reserve spaces)

Please make Checks payable to: New York Metro Chapter, APWA

**RETURN TO: Robert J. Mangan, Director of Public Works
Village of Garden City
351 Stewart Avenue, Garden City, New York 11530**