

May 29, 2013

Catawba County remains committed to reducing our environmental impact by purchasing and using recycled products and materials whenever possible. **To promote the purchase of environmentally-friendly products and services, Catawba County invites you to participate as a vendor in our 2013 Green Vendor Exhibition.** This event gives you the opportunity to showcase your green products and services to representatives from Catawba County, Catawba County Schools, Hickory City Schools, Newton-Conover Schools, Catawba Valley Memorial Hospital, cities and towns in Catawba County and local businesses. In addition, governmental purchasing officials from across the State will be invited to attend.

There is a nominal fee of \$25 to participate in this event (excluding the cost should you need electrical hookup). The exhibition will be held on Wednesday, July 24, 2013 at the Hickory Metro Convention Center, 1960 13th Avenue Drive, SE, Hickory, North Carolina (www.hickoryconventions.com). The event will begin at 1:00 pm and conclude at 5:00 pm.

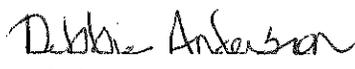
Set up can begin at 10:00 am on July 24, 2013 and should be completed by 12:30 pm. All exhibits must be broken down and removed at the conclusion of the vendor show. Box lunches will be provided to sales representatives at 12:00 pm.

We are soliciting sponsorships to help cover expenses from vendors that would like to contribute. All sponsorships will be recognized at the event. There are four levels of sponsorship available:

Sponsorship Level	Contribution
Platinum	\$500 and above
Gold	\$300-499
Silver	\$200-299
Bronze	\$100-199

Each booth will be an 8 x 10 with pipe and drape, table, and two chairs. Please indicate on the registration form if you need electrical hookup. The cost for electrical hookup is \$40 and payment should be made to Catawba County prior to the event. Vendors will be responsible for table cloth, skirting, power bar, drop cord, and any other equipment needed. If you have any questions or need further clarification, contact Jenifer Della Valle, Intern, County Manager's Office at jdellavalle@catawbacountync.gov or 828.466.7201.

Best regards,


Debbie Anderson

Purchasing Manager

CATAWBA COUNTY GREEN VENDOR EXHIBITION
(Vendor Registration)

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

List sales representative(s) who will attend:

Do you need a vegetarian lunch option (lunch included in the \$25 fee)? Yes No

Will you need an electrical hookup at a cost of \$40? Yes No

Please indicate your level of sponsorship:

- Platinum (\$500+)
 Gold (\$300-499)
 Silver (\$200-299)
 Bronze (\$100-199)
 None

Please mail this registration form with check (make payment to Catawba County) to the following by July 10th, 2013:

Debbie Anderson
P.O. Box 3389
Newton, North Carolina 28658