



# CATAWBA COUNTY

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May 25, 2011

Catawba County is committed to reducing our impact to the environment through purchasing and using recycled products and materials whenever possible. To promote the purchase of green products and services, Catawba County invites you to participate as a vendor in our first Green Vendor Exhibition. This will give you the opportunity to show your green products and services and to meet representatives from Catawba County, Catawba County Schools, Hickory City Schools, Newton-Conover Schools, Catawba Valley Medical Center and cities and towns in Catawba County.

There is no charge to participate in this event unless you need electrical hookup. The exhibition will be held on July 27, 2011 at the Hickory Metro Convention Center, 1960 13<sup>th</sup> Avenue Drive, SE, Hickory, North Carolina ([www.hickoryconventions.com](http://www.hickoryconventions.com)). The exhibit will begin at 1:00 p.m. and conclude at 3:30 p.m.

Set up can begin at 8:00 a.m. on July 27, 2011 and should be completed by 12:30 p.m. All exhibits must be broken down and removed at the conclusion of the vendor show. A box lunch will be provided to sales representatives at 12:00 p.m. Please list the sales representative(s) names attending on the registration form.

In lieu of charging a booth fee, we are soliciting sponsorships of any amount from vendors that would like to contribute. Opportunities to contribute towards the expenses are:

	<u>Estimated Expense</u>
Rent for the space	\$700
Pipe and Drape	\$650
Lunch	\$600
Bottled Water	\$100
Tote Bags for Participants	\$300
Printing	\$75

Sponsors will be recognized at the Vendor Exhibition.

Each booth will be 8 x 10 with pipe and drape, table and two chairs. If you need an electrical hookup, please indicate on the registration. The cost for electrical hookup is \$40 and payment

*"Keeping the Spirit Alive Since 1842!"*

[www.catawbacountync.gov](http://www.catawbacountync.gov)



should be made payable to Catawba County prior to the event. Vendors will be responsible for table cloth, skirting, power bar, drop cord and any other equipment needed.

Registration should be made on-line at the attached link:

<http://www.catawbacountync.gov/purchase/purcmain.asp>.

If you have questions or need further clarification contact Emily Leik, Intern, County Manager's Office at [eleik@catawbacountync.gov](mailto:eleik@catawbacountync.gov) or 828-466-7201.

Sincerely,

*Debbie Anderson*

Debbie Anderson  
Purchasing Manager