



APCO - NENA

<http://waapconena.org>

To: Vendors – 2023 Washington Public Safety Communications Conference

From : George Long, Vendor Liaison
Victor Burton, Commercial Representative

Date: May 4, 2022

RE: Vendor Registration for 2023 Washington Public Safety Communications Conference
(October 17-20, 2023)

The Washington State Chapters of APCO and NENA are pleased to invite you to join us at the Washington Public Safety Communications Conference, held October 17-20, 2023 at the Wenatchee Convention Center in Wenatchee, Washington.

This event provides one of the best value opportunities for getting your products and services in front of the key players in the Washington PSAP community. The following pages contain everything you need for vendor registration, schedules and conference information.

Vendor registration will be completed through an online form available here:

<https://forms.gle/KmHrrPGDRozFXm1w9>

Invoices will be emailed prior to the end of September, via square

In addition to the standard vendor booth registration, we have included information about:

- Networking opportunities at the Chapter Meeting and Dinner (Tuesday) and the Awards Banquet (Thursday), and,
- Sponsorship opportunities.

The Chapter recognizes the importance of the strong bond between the PSAPs and the commercial members of our organization – we value the support of our commercial members and product vendors. Without you, we would not be able to accomplish our mission. This conference lets us explore your new technologies and service options, we are confident that you will find this a good investment of your time.

We look forward to seeing you in Wenatchee this October and thank you for your support.

Conference: 2023 Washington Public Safety Communications Conference

Location: Wenatchee Convention Center
121 N. Wenatchee Ave,
Wenatchee, WA 98801

Important Dates:

Event	Day	Time	Attendance
Directors Meeting and Luncheon	Tuesday	0900-1530	Open to PSAP Executives, Managers and invited guests.
Washington APCO/NENA Chapter Meeting	Tuesday	1600-1745	Open to all interested parties and members
Washington APCO/NENA Chapter Dinner and Entertainment	Tuesday	1800-2100	<i>Ticketed event:</i> All interested parties and members
Vendor Booth Setup	Wednesday	0900-1445	Registered vendors
Vendor Hall Grand Opening and Reception	Wednesday	1545-1800	Registered attendees and ticketed guests
Vendor Hall Hours - day 2	Thursday	0800-1330	Registered attendees and ticketed guests
Dedicated Vendor Hours	Thursday	1030-1330	Registered attendees and ticketed guests
Vendor Hall Tear Down	Thursday	Appx 1340-Completion	Vendors only. Tear down may not begin until all attendees are off the floor.
Washington APCO/NENA Chapter Awards Banquet	Thursday	1730-2100	<i>Ticketed event:</i> All interested parties and members
Washington 911 Advisory Committee Meeting	Friday	0900-1030	Open to all interested parties
Super Session	Friday	0900-1030	Registered attendees and ticketed guests
Closing Super Session	Friday	1045-1200	Registered attendees and ticketed guests

Pricing (each 8x10 booth space and 2 booth worker registrations per space, power not included):

Standard Registration: \$590

Flash Sale: registrations completed prior to 1700 PSDT on May 18th will receive a 10% discount.

Late Fee: registrations submitted after August 1, 2023 5% added fee.

Registration Refunds: Full refund prior to August 1st, 2023. 50% between August 1 and September 15. No refunds after September 15, 2023.

Networking Events:

- APCO/NENA Chapter Meeting and Dinner – Tuesday, the Washington Chapters of APCO and NENA will host the chapter meeting, dinner and entertainment.
- APCO/NENA Awards Banquet – Thursday, the Washington Chapters of APCO and NENA will host the annual awards banquet to honor Chapter members for outstanding service from the past year.

Sponsorships and Special Opportunities:

Vendors may choose to sponsor the conference at the following levels:

Diamond - \$5,000.00

Includes a banner - prominently displayed for the entire event, recognition during all 7 conference events (Chapter Meeting, Chapter Dinner, Opening Ceremonies, Wednesday Lunch Program, the vendor floor grand opening, Vendor floor lunch, and both Friday supersessions) as well as recognition in the conference guide/website.

Platinum- \$3,000

Includes recognition on signs prominently displayed throughout the event, and at 5 of the 7 conference events (Chapter Meeting, Chapter Dinner, Opening Ceremonies, Wednesday Lunch Program, the vendor floor grand opening, Vendor floor lunch, and both Friday supersessions) as well as recognition in the conference guide/website.

Gold- \$2,000

Includes recognition on signs prominently displayed during the event, and at 3 of the 7 conference events (Chapter Meeting, Chapter Dinner, Opening Ceremonies, Wednesday Lunch Program, the vendor floor grand opening, Vendor floor lunch, and both Friday supersessions) as well as recognition in the conference guide/website.

Silver- \$1,000

Includes recognition on signs prominently displayed during the event, and at 2 of the 7 conference events (Chapter Meeting, Chapter Dinner, Opening Ceremonies, Wednesday Lunch Program, the vendor floor grand opening, Vendor floor lunch, and both Friday supersessions) as well as recognition in the conference guide/website.

Bronze- \$500

Includes recognition on signs displayed during the event, and at 1 of the 7 conference events (Chapter Meeting, Chapter Dinner, Opening Ceremonies, Wednesday Lunch Program, the vendor floor grand opening, Vendor floor lunch, and both Friday supersessions) as well as recognition in the conference guide/website.

General- under \$500.00

Includes recognition on collective sponsor easel sign or banner displayed at registration and recognition in the conference guide/website.

In Kind- some in kind donations accepted. Contact the sponsorship coordinator for more information.

For more information about sponsoring APCO/NENA events contact the Chapter's Sponsorship Coordinator:

Mary Sue Robey
Valley Communications
(253) 372-1520
sponsors@wapconena.org or
marysuer@valleycom.org

Door Prizes:

Vendors are asked to provide door prizes for conference attendees. Please contact me if you would like to send your door prize ahead of time.

Drawings for door prizes will be spread throughout the dedicated vendor time on Thursday to encourage attendee activity on the exhibit floor. Door prize winners must be present at the time of the drawing to win.

Attendee Bag Stuffers:

We will pre-stuff literature and other promotional items in attendee bags for any vendor who has purchased booth space or sponsored an event. We suggest also contributing a promotional item. Bag stuffers **must** be received by 0900 on Tuesday, October 17th. Items may be shipped or hand-delivered to the Wenatchee Convention Center on Tuesday. Packages must be marked Registration, APCO, and "Hold for Arrival 10/17-10/20 2023" (The chapter will cover the convention center handling fees for bag stuffer shipments).

Shipping address:
Wenatchee Convention Center
121 N. Wenatchee Ave
Wenatchee, WA 98801

Standard Booth Configuration:

The standard booth includes:

- 8x10 Pipe and Drape
- 6' Skirted table with Linen
- 2 Padded Chairs
- Garbage Can?

Power, internet connectivity and other items can be ordered in advance – power on the registration portal and other items from the convention center list.

Vendor Booth Location Selection Process:

Sponsors will have preference of booth location until August 1, 2022. Following August 1st all vendor location requests will be granted by first come first served.

Registration and Payments:

<https://forms.gle/KmHrrPGDRozFXm1w9>

Conference Schedule:

See <http://wapconena.org/conference>

Contacts for Vendor Assistance:

Washington APCO/NENA Commercial Rep
Victor Burton
(206) 792-2586
confvendors@wapconena.org
Victor.Burton@comtech.com

Conference Vendor Liaison
George Long
confvendors@wapconena.org
long@kittcom.org

Sponsorship Coordinator
Mary Sue Robey
(253) 372-1520
sponsors@wapconena.org
marysuer@valleycom.org

Cancellation Policy:

Booth space cancellations are accepted for a full refund prior to August 1st, 2023. A 50% refund will be provided for cancellations between August 1 and September 15. After that you will be responsible for the full amount for your space.

Shipping:

You may ship your booth and equipment to the convention center prior to the show. Shipments may arrive **no earlier than 3 business days prior to the event.** There is a nominal handling fee charged for shipments to the convention center.

Packages must be marked with your company name, APCO, and “Hold for Arrival 10/17-10/20 2023”

Shipping address:

Wenatchee Convention Center
121 N. Wenatchee Ave
Wenatchee, WA 98801

Post show shipments will also need to be arranged with the convention center and shipping agency of your choice.

Vendor Conference Guidelines:

- Conference Registration is not included in the vendor registration; if you would like to attend the conference you will need to register separately.
- Booths should be kept intact and staffed during show hours.
- Conference attendees and guests will only be allowed on the show floor during operating hours as listed on the conference schedule.
- The vendor floor closes at 1330 on Thursday. Tear down may begin once the floor closes but please no hand carts, etc until the attendees have been cleared from the exhibit hall. Booths must remain intact until the closing announcement has been made.
- Vendors are welcome to host hospitality events outside of show hours. All arrangements should be made directly with the hotel or other venues.

Travel:

Located at the heart of Washington State, Wenatchee is a short trip from nearly anywhere in the northwest. The stunning Cascade Range to the west, the fertile Columbia Plateau to the east, and the mighty Columbia River in the middle carve out a unique mix of climate, geography and opportunity.

Traveling By Bus or Rail

Once you are in Wenatchee, you can take advantage of a convenient public transportation system called Link Transit with service to Wenatchee, East Wenatchee, Leavenworth, Chelan, and Waterville.

For transportation services offered by Amtrak, visit www.amtrak.com.

Traveling By Air

Landing in East Wenatchee just 4 miles from downtown Wenatchee, with daily commercial airline flights to and from Seattle via Horizon Air, freight services, charter air services, rental cars, ground transportation, hotel shuttles, a cafe and more, flying into the Valley is so EASY.

Traveling By Car

From the North: Travel south on Highway 97 or 97A until you arrive in Wenatchee/East Wenatchee.

From the South: Travel north on 1-82 to Ellensburg, then follow Highway 97 to Wenatchee; or go through Vantage on 1-90 and connect to Hwy 281, then 28 at Quincy, and continue westward to Wenatchee/East Wenatchee.

From the East: Travel west on Highways 2 or 28 to Wenatchee; or take 1-90 west to Highway 281, connect to Highway 28 at Quincy, then continue westward to Wenatchee/East Wenatchee.

From the West: Travel east on Highway 2 until you arrive in Wenatchee; or take 1-90 to Cle Elum, then exit onto Highway 97 to Wenatchee/East Wenatchee.

Host Hotels:

Residence Inn by Marriott Wenatchee (509) 470-3144, Mention APCO October. Conf Rate= \$139

Hilton Garden Inn Wenatchee 1(800)-HILTONS, mention APCO 2023. Conf Rate \$149.00 or [click here](#).

If you encounter any difficulties making your reservation or if you are quoted a higher room rate than the one listed for each hotel please contact Richard Kirton at 360-307-5900 or events@wapconena.org.