



Dear PASFAA Supporter:

In order to assure your success at our “Amazing Journey” – we request that you review this letter for important conference information.

This year all shipments must be sent to Raleigh’s. You may ship to Raleigh’s one month prior to the conference. (Booth set up begins Sunday, October 12, 2008).

Raleigh’s Convention Services, LLC
25 South Tenth St.
Harrisburg, Pa 17101-2894
800-412-5075 / (717) 236-5075

All necessary forms will be placed on the PASFAA website. Please complete and return the forms to the appropriate organization by the specified date.

Vendor set up will be:

Sunday, October 12 10:00 am – 12:00 pm

The Exhibit (Community) Area will be open the following times:

Sunday, October 12: 12:00 pm – 4:00 pm

Monday, October 13: 9:30 am – 12:45 pm / 1:45 pm – 3:30 pm

Tuesday, October 14: 9:00 am -12:50 pm / 2:30 pm – 4:30 pm

Breakdown is on:

Tuesday, October 14 4:30 pm (final food break ends at 4:10)

The conference committee has structured the agenda in hopes that you will participate in the following:

- **ISS Sector meeting on Monday, October 13th 8:30 am – 9:30 am**
- **Block of Sessions on “Self Improvement” Monday, October 13th 3:30 pm**
- **Amazing Race for Charity. This is a 2.3K Run/Walk that will take place on Tuesday, October 14 from 7:30 am – 9:00 am.**

The Conference material distribution is new for 2008-09. Advertising materials will be placed in fall conference packets programs for the following fees:

- Exhibitor Fee = \$150
- Non- Exhibitor Fee = \$500

If you have already completed the PASFAA Business Partner Support form indicating that you will be utilizing this service, I will need approximately 500 of each piece that you wish to include in the packet. Please mail these materials to: Julie Salem, 488 Southmont Blvd, Johnstown, PA 15905, no later than October 1, 2008.

If you have any questions, please call me at 814-255-6808. As always, thank you, we look forward to a successful conference.

Best Wishes,

Julie Salem
Conference Committee Volunteer
AES