



October 10, 2007

Dear AFE Twin Cities Chapter 13 Sponsor:

"Back to Jax Café"

On behalf of AFE Chapter Thirteen, we would like to extend an invitation for you and your company to participate in our 8th Annual Vendor Fair & Awards Banquet to be held on November 19, 2007 "Back at Jax Café". This event continues to grow into our most highly attended event of the year.

Over the last 2 years, our goal was to add value to this event for its members by expanding our reach to facilities professionals, vendor/sponsors and educational programs. Both years were successful in many ways. In reviewing input from our sponsors and members, the Board has decided to "Go Back to Jax" for the November event as in years past.

In addition, those same discussions brought to light the need and interest for Continuing Education in the chapter. To that point, in 2008 the board will initiate an education event that will offer several classes on various facilities subjects. Your company could present on a valid facilities subject and/or sponsor the education series. More information will be announced soon on this event.

Included with this invitation is the registration form. Please take a few minutes to look everything over and contact us with any questions you may have. The Vendor Fair & Awards Banquet Committee members and their contact information are listed on the registration form.

Again, please accept this invitation to be a part of this exciting event. We look forward to seeing your display of Facility based Products and Services. We also are anxious to present AFE Twin Cities Chapter 13 members, sponsors, and affiliated partners with awards for their outstanding contributions to our organization in 2007.

Sincerely,

Chuck Brummer, PE
AFE Twin Cities Chapter 13
Programs Chair & 1st Vice President

Back to JAX cafe

2007 AFE VENDOR FAIR & AWARDS BANQUET

Exhibitor Application/Contract

The undersigned hereby applies to the Association for Facilities Engineering Twin Cities Chapter 13 for **Tabletop Exhibit** space on **Monday, November 19, 2007**, at Jax Cafe, 1928 University Ave NE, Minneapolis, MN.

Exhibitor Name (badge(s)) _____

Company Name _____

Address _____

City _____ **State** _____ **Zip/Postal Code** _____

Phone _____ **Fax** _____ **e-mail** _____

Signed: _____

Setup is Between: 2:30 – 4:00 PM

Exhibit Hours: 4:00 – 6:45 PM

Dinner/Program/Awards 7:00 - 8:30 PM

Donation of a raffle item is requested:

Cost of Tabletop exhibit space **\$250.00** (Booth Cost Includes 2 Dinners)

Extra Dinner(s) _____ @ \$35 ea \$ _____

TOTAL Amount Enclosed: \$ _____

Please fax a copy of completed application/contract by FAX to Tom at 507.387.4688. Deadline is October 26 to assure your space. Thank you!

Make check payable to:

AFE Twin Cities Chapter 13

The Chapter now accepts Visa or MasterCard

Credit Card Number _____ Exp Date _____

Send check and application to: **AFE Twin Cities Chapter 13**
1960 Cliff Lake Rd
Suite 129-409
Eagan, MN 55122

If you have any questions, please contact Tom Westby with Schwickerts at 507-351-1354 or twestby@schwickerts