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**Thursday, March 21 and Friday, March 22, 2024**

**Fred Rogers Center at Saint Vincent College, Latrobe**

**VENDOR OPPORTUNITIES**

Vendor Set-Up: Thursday, 7:30 AM Tear Down: Friday, 2:30 PM

Displays may be left up Thursday night.

The Westmoreland Conservation District invites you to participate in our upcoming Engineers’ Workshop to be held once again at the Fred Rogers Center at Saint Vincent College, Latrobe.

We invite you to display materials which *demonstrate innovative stormwater and water quality control or landscape infiltration products*. Different audiences will attend on Thursday and Friday, and we are expecting at least 150 participants each day.

We will highlight each vendor in a looping slide show during registration, breaks, and lunch. **Please provide us with an electronic copy of your logo and three (3) Powerpoint slides highlighting your company’s products and services by March 1.** If you need assistance with your slides, contact Jen Novak at [jen@wcdpa.com](mailto:jen@wcdpa.com) or 724-837-5271 ext. 211. Please, no embedded videos in the slides.

**We will raffle off a gift as a way to encourage our participants to visit your table. Participants will have a vendor card and will have to receive stamps from at least ten vendors to be entered in the raffle. We will supply you with a stamp to use.**

**Fee for both days: $250** (vendor room) or **$175** (lower lobby) includes 6-foot space, covered table, and electricity, if needed, and recognition in our program. One meal for each day is included in that fee. **Extra meals** are available for $40 per person per day.

Sponsorship of our popular afternoon cookie breaks is available for an additional $75, which entitles you to a note in the printed agenda, recognition by WCD at the event, and a sign with your company name and/or logo prominently displayed on the break table.

**Questions? Please contact Christie Sebek at 724-837-5271 or** [**christie@wcpda.com**](mailto:christie@wcpda.com) **Limited space is available, and tables sell out quickly. Deadline to register is March 1, 2024. To register and pay online, please click the link below:**

**Registration** [**https://wcd.wufoo.com/forms/2024-engineers-workshop-vendor-registration/**](https://wcd.wufoo.com/forms/2024-engineers-workshop-vendor-registration/)

**Or you may mail in the attached registration form along with your payment.**

**\* Please be sure to send an electronic version of your logo and Powerpoint slides to Jen Novak (**[**jen@wcdpa.com**](mailto:jen@wcdpa.com)**) by March 1, 2024.**

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**Vendor space is limited. Please register early.**

Attending which day? (circle)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thurs. Fri.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thurs. Fri.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thurs. Fri.

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I wish to reserve a table upstairs ($250; this price includes one meal per day)

\_\_\_\_ I wish to reserve a table downstairs ($175; this price includes one meal per day)

\_\_\_\_ # of extra meals needed ($40 per person per day)

\_\_\_\_ Cookie/afternoon break sponsor ($75)

\_\_\_\_\_\_\_\_ Total enclosed

Your company will be featured as part of a looping slideshow during registrations, breaks, and lunch. Please provide us with an electronic copy of your logo and **three (3) Powerpoint slides** by **March 1.** If you need assistance with creating your slides, please contact Jen Novak at [jen@wcdpa.com](mailto:jen@wcdpa.com) or 724-837-5271. All electronic information can be sent to Jen at [jen@wcdpa.com](mailto:jen@wcdpa.com). **Please no videos in the slides**.

**Make checks payable to WCD and mail to:**

**WCD**

**Attn: Christie Sebek**

**218 Donohoe Road**

**Greensburg, PA 15601**

**Payment and registration information, including logo, are due by March 1.**