

Mid Hudson Chapter Superintendents Of School Buildings and Grounds

“Our 30 Year Pursuit of Excellence”

March 15, 2014

Dear Vendor,

The Mid-Hudson Chapter of the New York State Association of School Buildings and Grounds invites you to our 30th Annual Staff Enrichment Day on Wednesday, July 2, 2014 at the Monroe Woodbury CSD.

The High School is located at 155 Dunderberg Road, Central Valley, NY 10917 and is **an air conditioned facility**. Your host, again this year, is Bill Blosser, Director of Buildings and Grounds. If your business depends on schools, you should know that this chapter encompasses Orange, Dutchess, Ulster, and Sullivan County School Districts... and we draw between 500 and 800 employees from 30 plus school districts.

You are cordially invited to set up a display booth (10 ft x 10 ft max. per space) for the registration fee of \$200.00. This fee entitles you to lunch and an Associate Membership to the local chapter for one year, provided you are currently a member of the State Association (NYS SBGA Membership: <https://www.sbga.org/index.php/about/join-now>). You will be limited to brochures, handouts, supply samples, and small pieces of equipment, devices, etc. Large pieces of equipment are prohibited.

Program directories are provided to each participant attending the workshop. Whether you display or not, it would be most beneficial to advertise in this directory as this directory becomes a resource within the Buildings & Grounds Departments. Full page is \$150.00, half a page is \$100.00. **SPECIAL OFFER: Display AND Advertise a Full Page and SAVE \$50.00.** Advertisers must supply a business card, logo, letterhead, or setup for printing via mail or e-mail (jpeg). Deadline for advertisement is May 9, 2014. **Any registrations received after May 9th will incur a \$25.00 late charge. Please note any payments not received by June 15th will also incur a \$25.00 late charge.**

Your participation will ensure a successful program for the benefit of all. Please contact me if you have any questions: (845)355-5229 or (845)741-7455.
E-mail: kellysbga@gmail.com

Please visit the Chapter's new website: <http://mhsbga.org/>

Sincerely,

Kelly B. Pascoe

Kelly Pascoe
Staff Enrichment Day Event Manager/Coordinator
w/attachment

We are accepting donations from Vendors, whether participating or not, for giveaways for the Attendees for the Raffle held at the end of the event. These items should have your business card taped to them. (some examples of these giveaways are: hats, umbrellas, shirts, camping or gardening items, barbeque items, tool kits, drills, radios, tv/dvds, gift certificates, event tickets, etc.... something for their personal use). These items can be brought the day of the event to be put on the stage or contact Kelly (845)355-5229 to make arrangements.

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Mid-Hudson Chapter Officers

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Tel: 845-838-6900
Fax: 845-838-6905

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Fax: (845) 326-1221

DAVID RODA
Secretary
Minisink Valley CSD
Tel: (845) 355-5132
Fax: (845) 355-5135

*Mid Hudson Chapter Superintendents
Of School Buildings and Grounds
30th Annual Staff Enrichment Day
Our 30 Year Pursuit of Excellence*

Date: Wednesday, July 2, 2014

Display Hours: 7:30 a.m. to 8:30 a.m.
9:00 a.m. to 1:30 p.m.
(exclusive of lunch)

Location: Monroe Woodbury CSD
155 Dunderberg Road
Central Valley, NY 10917

**Event Manager/
Coordinator:** Kelly Pascoe
(845) 355-5229
kellysbga@gmail.com

Firm: _____

Contact: _____

Address: _____

Telephone: () _____ **Fax:** () _____

Product: _____

E-mail: _____

<p><u>Package A: Display</u> Vendor Display Table \$200.00(includes one display table +3 meal tickets) Provide names of persons attending Trade Show: _____ _____</p> <p style="text-align: right;">Total package A</p>	<p>\$ _____</p> <p>\$ _____</p>
<p><u>Package B:Advertisement</u> Use Last Years Ad?: YES/ NO Full Page Ad, approx 7" H x 4 ½" W (\$150.00) Half-Page Ad, approx 3 ½" H x 4 ½" W (\$100.00) (No Ads can be accepted after May 9th) Total package B <i>When purchasing an ad for Directory also send a logo, business card, letterhead or statement you wish to have printed. Please email this as a jpeg to: kellysbga@gmail.com</i></p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p><u>Discount C</u> If Displaying and Full Page Ad taken. Deduct \$50.00 Total deduction C</p>	<p>\$ < ></p>
<p><u>Late Registration D</u> (All checks received after June 15 will have to pay late fee) Add \$25.00 Any registrations received after May 9th (No Ads after May 9th) Total add D:</p>	<p>\$ _____</p> <p>+ _____</p>
<p><u>TOTAL AMOUNT ENCLOSED: ADD A, B, D, DEDUCT C:</u></p>	<p>\$ _____</p>

Make all checks payable to **Mid Hudson Chapter Superintendents of School Buildings and Grounds (SBGA)** and return with this form **ASAP. to: Kelly Pascoe, PO Box 141, Westtown, NY 10998.**

Late Registrations should FAX FORM TO: (845) 355-5135 and follow up with check in the mail.

For SBG use only: Name: _____ District: _____

Hotel Information for Vendors:

Hampton Inn
60 Centre Drive, Central Valley, NY 10917-6501
(845) 782-9600 hamptoninnwoodbury.com

Americas Best Value Inn
139 New York 32, Central Valley, NY 10917
(845) 928-2266 abvi.com

Harriman Travel Lodge
139 New York 32, Central Valley, NY (845) 928-9861 travelodge.com

Directions

Monroe-Woodbury High School: 155 Dunderberg Road, Central Valley, NY 10917
(845) 460-7000

From the NYS Thruway – take exit 16, go through the toll booths, take the first exit (131). Stay in the center lane. Go through the light and proceed on the service road, County Route 64 (you can see the high school and middle school on the hill to your right). Go to the next intersection. Make a right turn on Dunderberg Road. The high school is just past the middle school on the right.

From West – take 84 East to exit 4E onto Route 17E. Take Exit 131 (Rt 17/Rt 32 towards Newburgh/Suffern). Turn left at Route 17/32. Continue to follow Route 32. Turn left at County Route 64 (you can see the high school and middle school on the hill to your right). Go the next intersection. Make a right turn on Dunderberg Road. The high school is just past the middle school on the right.

