

November 25, 2008

Re: 59th ANNUAL NDACE INSTITUTE

Dear Members and Friends of NDACE:

The 59th Annual North Dakota Association of County Engineers Institute is scheduled for January 28th through January 30th 2009. The convention will be held at the Holiday Inn, located at I-29 and 13th Avenue Fargo, North Dakota 58106. A block of rooms have been reserved. Reservations can be made by calling the Holiday Inn at 1-877-282-2700. Please let them know you are part of the NDACE Convention. The Holiday Inn is honoring the State rate of \$55.00 plus tax for a single room and a double rate of \$99.95 plus tax upon request. **Rooms will be held until January 12, 2009 at the above rates.**

I have enclosed a tentative agenda. The final agenda will be included in your packet at the conference registration desk and will be updated on our website. The Member Registration form is enclosed to be completed and returned. If you plan to set up a vendor booth, a Registration and Vendor form is enclosed to be completed and returned.

Membership dues remain at \$125.00, which includes the \$120.00 National membership fees. We are encouraging those who are Associate or Sustaining Members or any other individuals to become a Full Member of the Association to achieve our 100% affiliation goal. Please complete the Application for Membership Form to become a Full Member status. Please give me a call if you need any more of the noted forms or applications.

We are preparing a tour for Thursday morning for your spouse/guest. They will return to join the Association members for lunch on Thursday. We encourage attendees to bring their spouse/guest

If you are a vendor and are interested in setting up a display at the Institute, we have space available. We welcome the opportunity to discuss products, new and old on a one-on-one basis with the suppliers.

We will be giving four scholarships this year during our banquet on Thursday evening. We are also accepting applications from two-year engineering schools this year. We are continuing to seek additional pledges for our scholarship fund.

Please return the Institute Registration Form and payment to the address listed below. Your prompt response is greatly appreciated. If you have any questions, please call me at (701) 349-3326, or check out our website at www.ndace.org, we look forward to seeing you in Fargo.

Sincerely,
NORTH DAKOTA ASSOCIATION OF COUNTY ENGINEERS

Chuck Glynn
NDACE Secretary/Treasurer
213 15th Street North
Ellendale, North Dakota 58436
cglynn@nd.gov

P.S. The \$99.95 double rate includes the \$55.00 single rate plus \$40.00 for the guest.

**2009 NDACE INSTITUTE
MEMBER REGISTRATION FORM**
59th Annual Institute – January 28th thru January 30th, 2009

NAME: _____ TITLE: _____

COUNTY/ORGANIZATION REPRESENTING: _____

STREET ADDRESS OR P.O. BOX NUMBER _____

E-MAIL ADDRESS _____ PHONE NO. _____

CITY _____ STATE _____ ZIP CODE _____

2009 MEMBERSHIP DUES

Full Member (\$125.00 includes National Dues)	\$ _____
Associate Member (\$15.00 – Commissioners & Techs)	\$ _____
Life Member (No Charge)	\$ <u>0.00</u>
Total Membership Fee	\$ _____

2009 CONFERENCE REGISTRATION

Early-Bird Registration (\$90.00) Prior to January 14, 2009	\$ _____
Registration (\$120.00) Received after January 14, 2009	\$ _____
Additional Banquet Tickets (\$35.00 each)	\$ _____
Total Conference Registration Fee	\$ _____

TOTAL (No Direct Billing) \$ _____

PAYMENT & CANCELLATION POLICIES

Pre-Registration Payment Enclosed Will Pay at Registration

Cancellations received 7 days prior to the convention will receive a full refund. No-shows or cancellation received less than 7 days prior receive no refund. Please make checks payable to NDACE.

GUEST TOUR (PLEASE INDICATE)

Number of people for guest tour _____ Guest Name _____

PLEASE RETURN PROMPTLY TO:

Charles Glynn	Telephone Number 701-349-3326
NDACE Sec/Treasurer	
213 15 th Street N	Fax Number 701-349-3277
Ellendale, ND 58436	

**2009 NDACE INSTITUTE
VENDOR & SUPPLIER REGISTRATION FORM
59th Annual Institute – January 28th thru January 30th, 2009**

NAME: _____ TITLE: _____

COUNTY/ORGANIZATION REPRESENTING: _____

STREET ADDRESS OR P.O. BOX NUMBER _____

E-MAIL ADDRESS _____ PHONE NO. _____

CITY _____ STATE _____ ZIP CODE _____

2009 VENDOR MEMBERSHIP DUES

Sustaining Member (\$15.00 – Suppliers & Vendors)	\$ _____
Life Member (No Charge)	\$ <u>0.00</u>
Total Membership Fee	\$ _____

2009 VENDOR REGISTRATION

Vendor Booth – Includes One (1) Conference Registration And One (1) Banquet Ticket (\$185.00)	\$ _____
Additional Staff Registration (\$30.00 each) Excluding Banquet Ticket	\$ _____
Additional Banquet Tickets (\$35.00 each)	\$ _____
Total Vendor Fee Enclosed	\$ _____
TOTAL (No Direct Billing)	\$ _____

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Number of people for guest tour _____ Guest Name _____

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NDACE Sec/Treasurer	
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Ellendale, ND 58436	

November 25, 2008

Re: 59th ANNUAL NDACE INSTITUTE SPONSORSHIP

Dear Members and Friends of NDACE:

The North Dakota Association of County Engineers would like to take this opportunity to thank you for your conference sponsorship in the past years and would like to ask if you would be willing to continue your conference sponsorship in 2009. The NDACE Institute is scheduled for January 28th through January 30th 2009. The convention will be held at the Holiday Inn, located at I-29 and 13th Avenue Fargo, North Dakota

I have enclosed a conference sponsorship form for your consideration. The form details the various levels of sponsorship or if you would like to sponsor a social, coffee break, or a meal, please check the appropriate box and indicate the event you are willing to sponsor.

If you are a vendor and are interested in setting up a display at the Institute, we have space available. We welcome the opportunity to discuss products, new and old on a one-on-one basis with the suppliers.

We will be giving four scholarships this year during our banquet on Thursday evening. We are also accepting applications from two-year engineering schools this year. We are continuing to seek additional pledges for our scholarship fund.

Please return the Sponsorship Form and payment to the address listed below. Your prompt response is greatly appreciated. If you have any questions, please call me at (701) 349-3326. We look forward to seeing you in Fargo.

Sincerely,
NORTH DAKOTA ASSOCIATION OF COUNTY ENGINEERS

Chuck Glynn
NDACE Secretary/Treasurer
213 15th Street North
Ellendale, North Dakota 58436
cglynn@nd.gov

North Dakota Association of County Engineer's Conference Fargo, North Dakota, January 28th thru January 30, 2009

2009 CONFERENCE SPONSORSHIP FORM

Conference Sponsor - \$100 -- Framed certificate from the North Dakota County Engineers Association, acknowledging our appreciation and recognizing the Conference Sponsor at the 2008 NDACE Conference.

Silver Sponsor - \$200 -- Framed certificate from the North Dakota County Engineers Association acknowledging our appreciation and recognizing the Silver Sponsor at the 2008 NDACE Conference.

Gold Sponsor - \$300 -- Framed certificate from the North Dakota County Engineers Association acknowledging our appreciation and recognizing the Gold Sponsor at the 2008 NDACE Conference.

Platinum Sponsor - \$500 -- Engraved plaque from the North Dakota County Engineers Association acknowledging our appreciation and recognizing the Platinum Sponsor at the 2008 NDACE Conference.

Name: _____

Title: _____

Corporation: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Other Donations (such as sponsor a coffee break, scholarship sponsor, etc)
Please specify amount or special item/event: _____

Other Donations (such as door prize or scholarship raffle item)
Please specify amount or special item/event: _____

Please complete the North Dakota Sponsorship form and return it with payment to the address provided.

Make payable to **North Dakota NDACE 2009** and **mail to:**

Charles Glynn

Secretary/Treasurer

213 15th Street North

Ellendale, ND 58436 (1-701-349-3326)

cglynn@nd.gov

THANK YOU!