



AFP Mid – America Conference

Hosted by the Association of Fundraising Professionals of the Wichita Chapter

May 14 – 17, 2006 • Hyatt Regency – Wichita, Kansas

Date:
To:
From: Brenda Keeler
Re: Exhibitor/Sponsor Registration Confirmation

This is to confirm receipt of your exhibitor registration for the AFP Mid – America Conference, May 14 – 17, 2006 at the Hyatt Regency Hotel, Wichita.

I. (1) 8'x 8' booth is reserved for you at the conference

Please note the exhibiting schedule as follows:

Sunday	Exhibitor Registration: 10:00 a.m. – 12:00 (noon) Exhibitor Area Open: 12:00 (noon) Exhibits Close: 7:00 p.m.
Monday	Exhibits Open: 8:00 a.m. Exhibits Close: 5:00 p.m.
Tuesday	Exhibits Open: 8:00 a.m. Exhibit Close: 5:00 p.m.
Wednesday	Exhibit Open: 8:00 a.m. Exhibit Close: noon

II. Booth Assignments will be available Sunday, May 14th at the registration table.

III. If you need a power outlet at your booth, please let me know by May 5. Give me a call or send me an email.

IV. To Pre-ship Exhibit Materials Directly to the Hotel: Call the hotel at 316-293-1234 to make the necessary arrangements. Address: Hyatt Regency-Wichita, 400 W. Waterman, Wichita, KS 67202.

If you have any questions, please feel free to call me at _____ email me at _____
Thanks again, we look forward to visiting with you at the conference!