



# New York Metropolitan Chapter

[newyorkmetro.apwa.net](http://newyorkmetro.apwa.net)

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  - CHARLES H. VEZZETTI - 1990

March, 2024

### Dear Friend of Public Works:

The New York Metropolitan Chapter of the American Public Works Association will sponsor its annual **Equipment and Products Exposition** on **Wednesday, May 22, 2024**, at the Town of Orangetown Highway Department in Orangeburg, New York.

This outdoor show offers you, the provider of goods and services to public works officials, the unique opportunity of meeting many potential customers and displaying your products at a minimum investment. Attendance consists of visitors mostly made up of Public Works and government officials from the surrounding areas.

This equipment show will open at 10:00 a.m. with a continental breakfast. At 1:00 p.m. a delicious hot and cold lunch will be served, and the show will conclude at 2:30 p.m.

The New York Metropolitan Chapter looks forward to bringing our industry back together again in Orangetown, NY. Your health and safety is our top priority, and we are taking proactive steps by implementing the guidelines and policies of the CDC and New York State to ensure a safe and rewarding experience for all.

We anticipate that the May 22<sup>nd</sup> show will be a huge success because of its location and easy accessibility to the tri-state area. We invite you to attend, display your equipment and add your expertise to make the show as beneficial as possible to all attendees.

We look forward to welcoming you as a participant at our equipment show at the **Town of Orangetown Highway Department on Wednesday, May 22<sup>nd</sup>, 2024**. The reservation form is attached. Our organization is a non-profit IRS organization and exempt from New York State taxation.

We will inform you prior to the show date of your space assignment and luncheon ticket numbers as well as any other administrative data.

Thomas Meier  
President, NY Metro Chapter





## 2024 ANNUAL EQUIPMENT AND PRODUCTS EXPOSITION

### EXHIBITOR INFORMATION

The New York Chapter's **2024 Annual Equipment & Products Exposition** will be hosted on Wednesday, May 22, 2024, by the Southeast New York Branch and the Town of Orangetown Highway Department at their facility just over the Tappan Zee Bridge in Rockland County. The facility has previously hosted this event, and has been positively received by our members and exhibitors alike. The site, convenient to major roadways (see attached map), is rather expansive with more than ample space to display all of your commodities.

Chairs and tables are available if needed, and electricity is available on a limited basis, for small usage only (first come first serve). Equipment will be permitted to be brought to the site the evening before and must be removed no later than the morning after.

The show will be advertised through our 1000 person mailing list covering the tri-state area, local papers, news media, etc. and we encourage early registration since we will **list those early registered exhibitors** in all our future advertisements, mailings and promotions. Also, because of the shows proximity to New Jersey, we will also be providing mailings to the Public Works Officials in the APWA New Jersey Chapter.

Exhibition space is priced as follows - \$350 for a single space (15' x 25'), \$200 for each additional contiguous space. A limited number of \$225 table only space (10' x 10') will be provided. Early registrants will receive **2 free lunch tickets** with a full booth purchase! Early registration cost for additional buffet lunch is \$15each, (\$20 at the door).

Please be advised that all spaces and luncheon reservations **must** be accompanied by a check for the **full amount** of the cost no later than May 13<sup>th</sup>, 2024. **We will not be able to secure any spaces without payment.**

As per the requirements of the APWA each vendor/exhibitor is required to show evidence of adequate general liability insurance coverage by furnishing a certificate(s) of insurance, **(to be supplied with registration).**

**All certificates of Insurance must:** 1. Include the name of the insured, the insurance provider and the insurance company affording the coverage; 2. Evidence of general liability coverage with the limits of \$1,000,000. each occurrence/\$2,000,000. aggregate; 3. Include policy numbers and effective and expiration dates of each policy; 4. Provide for thirty days advance written notice to the APWA of any cancellation of any of the insurance coverage; and 5. **Be issued to APWA and remitted to 2345 Grand Blvd., Ste 700, Kansas City, MO 64108-2641.**

We look forward to your continued support of this organization and look forward to your participation on May 22<sup>nd</sup>, **rain or shine.**

Please address any questions regarding the *show* to:

Stephen F. Munno, Chairman

(845) 359-6500

[highwaydept@orangetown.com](mailto:highwaydept@orangetown.com)



**2024 ANNUAL EQUIPMENT AND PRODUCT EXPOSITION**

**REGISTRATION FORM**

**FIRM:** \_\_\_\_\_

**TYPE OF EQUIPMENT/PRODUCTS TO BE DISPLAYED:** \_\_\_\_\_

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT REPRESENTATIVE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SPACE REQUIREMENTS:**

FIRST \_\_\_\_\_ @ \$350.00 \$ \_\_\_\_\_  
(INCLUDES ONE TABLE AND TWO CHAIRS)

ADDITIONAL \_\_\_\_\_ @ \$200.00 \$ \_\_\_\_\_

(NO TABLE OR CHAIRS INCLUDED FOR ADDITIONAL SPACE UNLESS SPECIFIED UNDER ADDITIONAL REQUIREMENTS)

TABLE ONLY \_\_\_\_\_ @ \$225.00 \$ \_\_\_\_\_  
(INCLUDES ONE TABLE AND TWO CHAIRS)

TOTAL \$ \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

TABLES # \_\_\_\_\_ CHAIRS # \_\_\_\_\_ ELECTRIC: YES \_\_\_\_\_ NO \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

**LUNCHEON RESERVATIONS:**

\_\_\_\_\_ @ \$15.00 \$ \_\_\_\_\_ PICKED UP AT ADVANCED REGISTRATION DESK

COMBINE TOTAL \$ \_\_\_\_\_ CHECKS PAYABLE - NY METRO CHAPTER APWA

**RETURN TO:**

**STEPHEN F. MUNNO  
ORANGETOWN HIGHWAY DEPARTMENT  
119 ROUTE 303  
ORANGEBURG, NEW YORK 10962  
(845) 359-6500**

PLEASE KEEP A COPY OF THE COMPLETED FORM FOR YOUR RECORDS. YOU MAY SCAN AND E-MAIL OR FAX A COPY THE COMPLETED FORM AND CHECK TO HOLD YOUR SPACE. FAX 845-359-6062 OR [highwaydept@orangetown.com](mailto:highwaydept@orangetown.com)



