



SAIGE 2017 Annual National Training Program

***"Standing Together"***

We-Ko-Pa Resort & Conference Center

Scottsdale, AZ 85264

June 5-8, 2017

Exhibitor Information

***Greetings SAIGE Exhibitor:***

We welcome your participation in our 14th Annual National Training Program being held at the We-Ko-Pa Resort & Conference Center in Scottsdale/Fountain Hills, AZ, outside of Phoenix. Here is some information to help you have a successful experience at our event.

***Exhibit Fees:***

Government Agencies and Private Companies - One table, two chairs - \$1000

501-c-3 Non-Profit Organizations – *contact Philip Hamel for information*

No less than two weeks prior to the event we will send you the Exhibit Hall layout and map of the hotel. It is important that you ***register no later than May 24, 2017, as there will be no on-site registrations for exhibits.***

***Two methods of payment are available:***

To pay by credit/debit card you may access our secure online registration system at

<http://www.etches.com/saige2017>. Please contact me, **Philip Hamel**, at [Phil.Hamel@SAIGE.org](mailto:Phil.Hamel@SAIGE.org) and *I will provide you with the password needed for you to register.*

If you want to be invoiced, please contact the SAIGE Treasurer, Sue Morris at [smorris@saige.org](mailto:smorris@saige.org) or by phone

at 918-637-7038. After you make your payment arrangements, you will still need to register online at

<http://www.etches.com/saige2017>. This is to ensure we have your credentials ready when you check in at the

Exhibits registration table on Monday. *She will provide you with the needed password information to register* when you arrange payment with her. Ms. Morris can also register you as an Exhibitor when you speak with her if you prefer that to registering yourself online.

***Setup for Exhibitors is on Monday, June 5, from 8:30 am-12:00 pm. Take down is Thursday, June 8, between 4:00 and 5:00 pm.***

Hours of the Exhibit Hall are 7:30 a.m. to 5:00 p.m. Tuesday through Thursday of that week. If you need power to your booth, additional lighting, computer or phone lines, please contact me directly for arrangements. If there is a cost for additional items it will be at your own expense and are to be paid to the hotel.

Please ***make your hotel reservations early*** as we have a limited number of sleeping rooms in our block. Please make your own room reservations by calling the hotel directly at 1-480-789-5300. Or you may make your reservation on their website at [www.wekoparesort.com](http://www.wekoparesort.com). Be sure to mention **SAIGE** to ensure you receive the government per diem rate of \$89 per night. **The cutoff date for hotel reservations is May 19, 2017.** There is no shuttle service from the resort, however there are several car rentals and shuttle companies. Please see the Transportation Section on the Registration site for some options. The We-Ko-Pa Resort and Conference Center is approximately 23 miles from the airport.

Thank you for your support of SAIGE. We look forward to seeing you in Scottsdale, AZ in June. Please feel free to contact me with any questions.

Sincerely,

Philip J. Hamel

518-897-4155

Exhibits Coordinator