

Wisconsin Chapter American Public Works Association Conference Planning Guide



Resource Booklet

Issue #3 dated February 1, 2018

Congratulations on being the host for a APWA Conference. Two conferences are held in the calendar year, one in the spring and the other in the fall. It may seem daunting at first, but this guide along with the APWA Executive Committee's assistance will help you make this conference a success. It is strongly encouraged that most if not all of your committee attends the prior conference to see how conferences work.



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Conference Information

The Spring conference is typically held the first week in May and the Fall conference is held the first week of November. The spring date attempts to avoid other state conferences and better allows local colleges to have students participate in the conference. The golf outing, technical tour, Chapter Executive Committee meeting and get acquainted party are held on Wednesday. The fall golf outing is weather dependent. The vendor/exhibitor show runs all day on Thursday at the spring conference. The conference sessions are all day Thursday and Friday morning for both conferences. The conference center and hotel need to be secured ideally one year and preferably two years in advance of the event. The [Conference Program Schedule](#) in Appendix A will guide you to the other important milestones.

You will need to obtain an agreement with the hotel and/or event center. APWA National has to review the agreement(s) before the Chapter President signs it. National is very helpful in going through the fine print to make sure the Chapter and the host committee are protected. You will need to negotiate comments received by National with the event center/hotel to the eventual satisfaction of National.

Depending on the facility, you may need contracts with several service vendors for services at the conference facility. These services can range from caterers, audio/video needs, to exhibit booth display set up for the spring conference. Check with the conference facility and hotel for the service vendors needed for the conference. The conference facility may require proof of insurance. This can be obtained from National APWA.

The Visitor's Bureau in your community can be of assistance with planning your conference. They can assist with getting quotes from the hotel, entertainment suggestions, etc. They are a resource that you should reach out to.

Hotel Rooms and Conference/Convention Center

Hotel Rooms

You should reserve a block of rooms somewhere between 75 and 100. Be sure to read the fine print to be sure you are not responsible for rooms reserved but not rented. No commitment should be made to pay a fee or fine guaranteeing room rental minimums. If the conference is hosted in the Madison or Milwaukee area, fewer rooms should be blocked as most will commute. Be sure to negotiate the price of the rooms. Room rates for fall conferences held at resorts can be very favorable due to low vacancy rates at that time of the year for mid-week use. Usually the rooms are held up to a certain date. Keep in touch with the hotel to gauge how the reservations are going and to extend the "hold" date if possible and/or necessary.

Some hotels give comp rooms which are generally one per 40 rooms. These are used for speakers or APWA National staff who may attend. They also may be used as a door prize.



Convention Center/Hotel Conference layout

Meet with Convention Center/Hotel to determine maximum limit for large and small booths for the Spring conference. Start 9 months to 1 year in advance so that you can reflect expected expenses in your preliminary budget. Develop a preliminary layout for technical sessions and break and meal areas. For the Spring conference try to have the vendor area in close proximity to the conference sessions.

Attendees Estimation

The following numbers can be used as guideline for estimating attendees at your conference:

	<u>Spring</u>	<u>Fall</u>
▪ Exhibitors	90-100	N/A
▪ Full registrants	90-100	125
▪ One day registrants	30-35	35
▪ Guests	5-10	5-10
▪ Get acquainted party	175 plus	200 plus

Check the final financial statement from the latest Spring or Fall conference to obtain more current numbers. Spring conference attendance has exceeded 300 people at some past conferences and is dependent upon the conference location. Note that conferences held in the Madison and Milwaukee area tend to have higher day-time attendance with lower evening event attendance due to the number of commuters, as opposed to out-state conferences where most of the participants stay on site for the entire conference.

Conference Center Estimations

The following numbers can be used as a guideline for estimating conference room needs at your Conference:

▪ Exhibit Hall Room (Spring conference)	40-50 booths
▪ Wednesday Executive Committee Meeting	35-40
▪ Thursday new member and 1 st timer breakfast area	10-15
▪ General Session Room (Thursday Banquet Meal & Awards)	250
▪ Main Concurrent Technical Session (Room 1)	125
▪ Concurrent Technical Session (Rooms 2)	75
▪ Concurrent Technical Session (Room 3)	75

Many hotels will provide the rooms needed for the conference at no cost.



The conference facility should provide the following:

- Carpeting for exhibit space and conference rooms
- Registration Area – Area for conference attendees to register (preferably with online or Wi-Fi access to support online registration)
- Exhibit Hall space for Spring conference
 - Approximately 15,000 square feet needed close to the concurrent session rooms
 - Minimum 40 vendor spaces
- Board room for Wednesday late afternoon Executive Committee Meeting. Request free use of the room with water, teleconference, projector and Wi-Fi.
- New member sit down breakfast serving area for Thursday morning
- Continental breakfast serving area for Thursday and Friday mornings
- General session room with round table seating for Thursday Banquet Meal and Awards/ Scholarship Ceremony (seating for 250 plus). This could also be used for the Thursday morning breakfast area and conference kick-off session as well as the Friday lunch.
- If not the general session room, concurrent technical session room 1 (classroom seating for 125)
- Concurrent technical session room 2 (classroom seating for 75) Consider theater seating for the back half of the room.
- Concurrent technical session room 3 (classroom seating for 75) Consider theater seating for the back half of the room.
- Morning/Afternoon break area, preferably in exhibit hall floor space (Spring conference)
- Lunch – serving and eating area, preferably in exhibit hall floor space (Spring conference)

Meal Estimation

Attendance at meals usually drops as the conference proceeds. When guaranteeing the number of meals, you should use the number of early and late pre-registrants. Late registrants will probably be less than those pre-registrants that don't attend a meal. The venue generally cannot accommodate last minute add-ons. Try to set a deadline and stick to it. Treat the conference as if you were planning a wedding. Numbers for meals must be turned in by a certain time. When people show up to the conference who had not registered it affects your meal counts. It is recommended that the registration list (about 72 hours in advance) be used for guaranteeing the number of meals and it is recommended that a contingency of 5% to 10% be added to that number.

Another factor for the banquet is the award winners for the Spring conference and the scholarship recipients and their guests who attend for the Fall conference. The coordination of the award and scholarship dinners needs to be coordinated with the



Awards Committee chair and the Education and Scholarship Committee chair. See Policy on Lunch and Banquet Tickets below.

**WI APWA
Policy on Lunch and Banquet Tickets for our Conferences**

Banquet Meals			
Chapter Award	Number of Awards	Number of Tickets Included	Total Banquet Tickets*
John W. Curtis	1	2	2
Samuel A. Greeley	1	2	2
Wm. J. Rheinfrank	1	2	2
New Member Impact	1	2	2
Project of the Year	4	3	12
Scholarship	6	4	24
Top 10	1	2	3
Young Professional	1	2	2
Other National awards	1	2	2
Miscellaneous awards	1	2	2

Speaker Lunch Ticket Policy			
<i>Please note: This is for speakers who have not registered for the conference</i>	Total Tracks	Tickets for each Track	Total Lunch Tickets
3 tracks, average of 2 speakers each track	18	2	36

Complimentary Conferences			
Position	Complete Conference*	Guest Program*	Use comped rooms if possible
APWA National President	1		
Guest		1	
Invitees from National	As needed	0	

* Includes 2 drink tickets, appetizers and a meal

Originally approved unanimously at 6/10/16 EC mtg

Revised and approved at 11/1/17 EC mtg

Speakers who are not registered for the conference are allowed to have a lunch meal the day they speak. The conference program committee should track the speakers and note who is going to be registered for the conference and those who aren't but will get the one lunch.



Try to factor in how many people will wait to Thursday morning to attend when deciding how much food to order for the Get Acquainted Party. Conferences farther away from a majority of the membership are more likely to drive up on Wednesday afternoon. If the conference location is within short driving distance, attendees may wait until Thursday morning to go to the conference. If they have signed up for the entire conference, but don't attend the Get Acquainted party this will result in over ordering food for the party. Friday lunch, despite door prizes, has low attendance. It can be 20-33% less than registered. Choose box lunches that can be donated to a food charity if people don't show.

Conference Center Audio/Visual Needs

If the conference facility does not provide Audio/Visual Equipment rental, you may need to obtain a separate agreement with a vendor that will supply the following equipment. National does not need to sign this agreement. Make sure to either have A/V support available during the conference or rent additional equipment to handle any malfunctions. Laptops are generally provided by the hosts in combination with the Executive Committee.

The conference audio/visual requirements are as followings in each of the session rooms:

- Integral sound system
- Podiums and speaker tables
- AV, AV carts and projection screens with cordless microphones for the speakers
- Laptops

Conference Center Exhibitor Needs (Spring conference)

If the conference facility does not provide exhibitor booth equipment, you will need to contract with a vendor that will supply the following equipment. National does not need to sign this agreement.

The conference exhibitor requirements are as followings:

- 40-50 booths that are at least 8' x 10' wide with 8' or higher background drapes and 3' or higher side rails
- Electrical hookup (110 volt) if requested
- Booth ID signs for each booth
- Exhibitor tables (rectangle) and linens
- 2 chairs per booth
- 1 wastebasket per booth



Conference Events

Golf Outing

The golf course should be reserved ideally the year before the conference, but no later than the fall before the spring conference, especially if you are planning on a shotgun start. You may want to include a "sign up" for the golf outing on the advance registration form sent out to exhibitors for the Spring conference. Plan on 50-60 participants for the outing. Depending on weather you may get some last minutes sign ups. The fall conference outing is done outside the registration process in case it has to be canceled due to weather.

Technical Tour

Some conferences will offer a technical tour on Wednesday as an option for those not wanting to play golf. These tours range from tours of local manufacturing facilities to river restoration projects. It is an opportunity to highlight your community. Transportation for the tour needs to be arranged from the hotel to the tour. Depending on the tour, this can be a van as this typically is a low attended event.

Executive Committee Meeting

Wednesday afternoon typically around 3:00, the executive committee will meet. You will need to arrange a room for 35-40 people at the hotel/convention center location after the technical tour and golf outing and before the get acquainted party. The room should be equipped with internet access, AV, projector screen and teleconference capabilities.

Get Acquainted Party

You will need to arrange a location early in the process. This can be held at the hotel or conference center, but offsite venues can be of interest to chapter members. If held offsite, transportation needs to be provided to and from the hotel. The facility should have seating capacity of 200 and be covered. This traditionally has been a barbeque type social event on Wednesday evening. A keg or two is usually provided. An ugly shirt contest is done at most Fall conferences. It is best done at the Get Acquainted Party as the Banquet on Thursday is more formal.

Spouse/Guest Program

It is optional for the host to decide whether to have this program. Usually the spouse/guest numbers are quite low. If there is not enough interest in this program, it has been canceled at some previous conferences. If program is canceled due to low participation, participants need to be notified about one week before the event. The Spouse/Guest program generally includes a local tour or visit to a point of interest, or



specialized shopping. Often the program is done on Thursday only. Meals are included in the spouse guest registration packet. If it is decided not to have this program, then try to designate a meeting spot and time in the lobby so the spouses/guests can self-arrange an activity.

New Member Breakfast

Thursday morning a breakfast is provided for new members and the Executive Committee members who want to attend. Plan on 10-15 participants attending the breakfast. The breakfast should be in a room or area for the Chapter President to be able talk to the group collectively about the chapter.

Committee Meetings

Thursday afternoon after the conference sessions are completed and before the banquet, the various committees meet. The committee chairs should announce their meeting location at one of the general sessions during the day or during the Thursday luncheon. The committee chairpersons should give a short description of their committee when they announce the committee meeting location. A poster with the meeting locations should be posted at the registration booth.

Thursday Banquet and Awards Ceremony

Typically this is held at the hotel or conference center with seating for at least 250. Also needed are a podium, stage and microphone/sound system. Additional setup may be required to support whatever entertainment is provided for the event. The banquet on Thursday night generally begins at 5:30 with a reception and meal served at 6:30. Two drink tickets are provided per registrant. The Awards program is part of the Spring conference and the scholarship recipients are recognized at the Fall conference. Both occur after the dinner and are typically from 7:30 to 8:30.

Thursday Entertainment

Entertainment follows the banquet meal and awards ceremony. The entertainment chosen is up to the host committee. Past conferences have included mystery dinners, casino nights, magicians and comedians. The most successful are those that involve audience participation. Good acts tend to be booked from 6 to 12 months in advance.

Business Meeting

The spring business meeting should be held during the Thursday luncheon. If the luncheon is on the exhibit floor, then the business meeting should be held during the Friday lunch. The fall business meeting has been traditionally during the Friday luncheon but consideration should be given to Thursday afternoon to increase participation with the members attending. Elections are held for the Executive Committee at the fall business meeting.



Preliminary Budget

The preliminary spring conference budget needs to be submitted to the Executive Committee by the end of November for the December Executive Committee meeting to be approved. The preliminary fall conference budget needs to be submitted by the end of June for the July Executive Committee meeting to be approved. The preliminary budget should be established on the estimated costs for the facilities, food, beverage and other expense items expected for the conference. The need for any AV equipment should be figured in the budget as it can be a significant expense. The [Preliminary budget](#) should follow the format outlined in Appendix B.

The rates should follow the preceding conference rates. The annual chapter sponsorship money does not get figured into the budget. If you do obtain separate Spring or Fall conference sponsorship that can be included in the conference budget. The most important revenue component is attendee registration. The rates should be set so that the conference revenues at least match the conference expenses. If it is anticipated that the expenses will exceed revenues, the financing for the conference should be reviewed with the Executive Committee as soon as possible so that appropriate arrangements can be made or the conference program amended accordingly.

The rates for non-member registration fees shall be set at approximately the member registration fee plus approximately 10 to 15%. Previous conferences have set separate New Member, Guest with Member, Retired and First Timer conference rates. The registration form should have a place for registries to mark whether they are a 1st timer, New Member, etc. This will better tracking for the nametags for First timers and New Members and for a count for the First Timers breakfast. Contact the Chapter Executive Committee for the currently policy on conference registration rates. Attendees from National APWA aren't charged registration fees, but are registered to track meals.

The one day registration fee should be set at approximately one half of the full registration fee. This will ensure that an individual will not be able to buy all component parts of the conference fee and pay less than a full registration fee. The guest registration fee should be set at approximately one half of the full registration fee.

Individual component fees should be set at their cost rounded up to the next highest \$5.00 (i.e. cost=\$12.95, fee = \$15)



Two registration fees should be set – early registration and late registration. The late registration fee should be set slightly higher than the early registration fee.

Exhibitor fees should be set at the actual cost plus 10 to 15% profit and include one full conference registration.

Transportation

Transportation may be needed for the Wednesday technical tour, Get Acquainted Party and for the guest program. Some communities are able to use City owned vans for the smaller group events or rent vans. A Get Acquainted Party off site or a convention center not adjacent to the hotel will require charter buses. The cost of charter buses can be a significant fiscal impact to the budget. Be sure to factor that cost when deciding where to hold the various events. Make sure the Chapter is listed as an additional insured on the insurance certificate.

Conference Program

The conference program is put together by the Conference Program committee. This committee is chaired by the President Elect and consists of the Vice President and the two Directors. Arrangements should be made for a "Welcome" speaker which is usually a higher level local elected official to kick off the conference (Mayor, local politician, etc.) The local host community is encouraged to offer a presentation on a local project or program, as available. If there are topics pertaining to the host community they should be forwarded to the Program Committee chair by early January for the Spring conference and by July for the Fall conference. The committee should have the program finalized by mid-March for spring and by early August for Fall. A sample [Conference Program](#) is in Appendix C. More information about the Conference Program can be found in the Conference Program Planning Guide in the resources tab on Chapter web site.

Speakers

The host committee works with the conference program committee on any speaker needs. The Conference Program committee provides bio information and ensures that there are moderators for each session. If a speaker will only be delivering their presentation, they do not have to pay any registration fees. The chapter provides the cost of the luncheon for speakers (see Policy on Lunch and Banquet Tickets in the Meal Estimation Section). If a speaker will be staying for the Get Acquainted Party, Thursday banquet, or the next or previous conference day, then they must register and



pay accordingly. Other than paid professional speakers selected by the conference program committee and included in the budget, speakers are not paid.

Typically the conference facility will provide for a fee the projectors, screens, and audio/speaker equipment and AV support. The host community should provide a laptop with the speaker normally only providing a flash drive for their program.

The strength of the conference over the years has been Chapter members giving presentations on lessons learned on projects, issues and matters of relevance to the attendees. Typically presenters are not paid a speaker fee and their rooming and travel expenses are not covered. The Chapter has included professional speakers on a limited basis. The use of paid speakers, including a kickoff speaker should be reviewed with the Conference Program Committee prior to making commitments to assure that either the conference revenue will cover the cost or that the cost has been included in the conference budget.

Photographer

Work with the Executive Committee on finding a member to take pictures throughout the conference. These are used for the Chapter newsletter.

Registration Process

Exhibitor Registration (Spring Conference)

The [Exhibitor form and cover letter](#) should follow the format outlined in Appendix D. This should be sent out by the beginning of January immediately following the preliminary budget approval. Local firms and companies should be solicited to exhibit as well as sending out to the previous exhibitors over the past several years. Exhibitors get one full conference registration with their package. Additional company representatives must pay for individual activities. The form should clearly identify who from their company is covered under the full registration. Others in their firm should register for the conference separately.

Confirmation letters and information sheets needs to be sent out to the vendors with a layout and a map about a month before the conference.

Member/Non-Member Registration Forms

The [Registration form](#) should follow the format outlined in Appendix E. This should be prepared for on-line purposes.

Conference Financing

Registration via the internet/web is increasing and is currently about 60% of all registrations. Checks used for registration should be made out to **“APWA – Wisconsin Chapter”** and mailed to the address shown on the registration form for the conference sponsor/host. The conference sponsor/host will be responsible for receiving and



recording the registrations and payments. The checks and payments must be forwarded to the Chapter Treasurer every two weeks for deposit in the Chapter bank account. All financing for the conference will be run through the Chapter bank account and the local sponsor/host will NOT need to open a separate account for the conference.

Requests for payments should be forwarded to the Chapter Treasurer with a copy of the invoice attached along with the [Deposit Documentation form](#), Appendix F . The Chapter Treasurer will make the payment directly from the Chapter bank account through the use of a voucher system.

Some things to keep in mind for bookkeeping and financial processing of the conference include the following:

- The chapter is exempt from Wisconsin State sales and use tax. Make sure that all suppliers, vendors, etc. are notified of such and given the Chapter CES # -029965. See Appendix G

- If an individual provides services for the conference, the Chapter will be required to report the information so that a Form 1099 can be generated by National Chapter. This will require you to obtain the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) of the person that provided the services if it is over \$600.

- Make sure to get invoices and submit any and all documentation to the Chapter Treasurer when requesting reimbursement for conference expenses along with the Expense Documentation Check Request Form, Appendix H.

- If someone believes their company/municipality paid in advance for them but your records do not show a payment, they need to pay at the conference and request a reimbursement from their company/municipality later. Likewise, if an attendees registration form states they will only attend Friday and then also attends on Thursday, they need to pay the additional fees at the conference.

Cancellation Policy

To help reduce unnecessary expenses for the chapter, the Executive Committee approved and implemented a cancellation policy for chapter events. The reason for a policy is to curb the number of cancellations after events have been planned and the necessary arrangements have been set.

One example of this is the conference meals. Once the meals have been ordered with the vendor we are required to pay for those meals as they have been "guaranteed". This means that we have to pay for the meals reserved whether they are consumed or not.

The policy adopted at the March 10, 2017, Executive Committee is as follows-



Cancellations must be made by the late registration date listed on the registration form for either the paper or electronic versions. A full refund will be made for any refund request received by the close of that day. A twenty five dollar (\$25) administrative fee will be charged for all cancellations. No refunds are given after the late registration date has passed. Special circumstances will be decided on a case by case basis, first by the host committee and then approved by the Executive Committee. The host committee must receive all special circumstance requests within seven (7) days after the start of the event. All requests received after this date will be denied. Individuals requesting a refund are required to submit their requests to the host committee and copy the treasurer and must include their mailing address and to whom the check should be written. All approved refund requests will be issued after completion of the conference/event.

Conference Sponsorship

Annually the Chapter sends out Sponsorship request to members in private industry. They can select annual sponsorship or conference sponsorship. In addition to this, you may want to consider soliciting conference sponsors. The letter should be sent out about two months prior to the conference. The mailings should target firms that aren't annual sponsors or have already paid for a conference sponsorship. You may want to target engineering firms or vendors in your area. A sample [Sponsorship letter](#) is in Appendix I.

Conference Program Distribution

The program doesn't have to be mailed to members. A postcard reminder in February / March (Spring) and Early September (Fall) will work just as well and be less costly. A newsletter article about the conference should be submitted for the edition that comes out immediately prior to the conference. In addition the Chapter will promote the conference through e-mail blasts. Coordination of the e-mail blast should be done with the Conference Program committee. The e-mail blast should be sent about a week after the post card goes out, a few days before early registration ends and a week before the conference. The program should be made available on the chapter web site along with the hotel registration information. The mailing list for the conference attendees can be obtained from the following:

- American Public Works Association – Wisconsin Chapter members. The list can be provided by the chapter secretary or downloaded from the chapter website.
- Previous attendees lists
- Others who you feel who would be interested with a focus on local or neighboring Public Works professionals.



- Region V Director (Should be invited at least 6 months in advance of the conference)
- APWA National President or President Elect (Should be invited at least 12 months in advance of the conference)
- APWA National Chapter Liaison (Should be invited at least 12 months in advance of the conference)

Misc. Conference Items Preparation

Names tags for conference exhibitors, attendees, speakers, etc. need to be acquired. The plastic holders and lanyards should be available from the previous conference; however they may not be sized correctly for your printed name badges.

Large posters of both the Annual and Spring/Fall Conference Chapter sponsors should be made and displayed the entire conference. The posters should be displayed in each session room, at the registration area, get acquainted party and at the banquet. Conference sponsors should be publically recognized several times each day by the host committee chairperson. Display boards for each session need to be made to be put out in front of each session room.

Drink and meal tickets for the banquet need to be made where any meal that attendees have a meal choice or drink tickets for cash bar arrangements. The meal tickets and drink tickets get placed inside the name tags. The budget should include approximately \$1,000 for door prizes. It is strongly suggested that door prizes are not acquired from a vendor. These need to be acquired by the host community. If seeking donated door prizes from local companies, they should be contacted 30 days prior to the conference. It is recommended to have gifts for speakers. A receipt book is also necessary for the registration.

Registration Packets

Material for the registration packets will need to be acquired. The packets should be assembled a few days prior to the conference. Your local Chamber of Commerce may help with putting together the packets and may have information they wish to be included in the packet. The packet should include a schedule that includes a brief description of the sessions and room location. A sample schedule is in Appendix J. Do not put session numbers on schedule like the sample schedule. Include in the packet a postcard for the next conference and at the fall conference include a postcard on the Awards program. The Awards Committee provides the Awards postcard and the following conference host will have postcards on their conference. You will need envelopes with the names of attendees on the outside with the material inside or place the material in bags and hand out with the nametags. Make sure to have additional material available for on-site registrations. If you can, set up the registration area the day



ahead of the conference; otherwise be sure to get there early to set up. Two people should be assigned to the registration booth during the conference.

Hotel/Convention Center final details

The convention space will need final number and arrangement of exhibitors for the Spring conference. They may want a numbering system and a list of correct spellings of company names for the signs they make. They will also want to confirm move-in and move-out times. Exhibit Hall setup should be requested for Wednesday afternoon / evening and early Thursday morning times. Estimated quantities are needed for breaks where there is food and also for the meals. The conference center should be provided a final schedule along with registration hours. AV needs should be confirmed with the conference program committee, including who is providing laptops, screens and projectors. You may consider the host or planning committee supplying some of that hardware to reduce your costs. The convention center is there to help you with a successful event. Be sure to utilize their experience.

Conference Attendee list

The conference attendee list can be handed out to attendees and vendors but only is to include the member name and employer. It isn't to include email addresses..

Thank You Letters

Because each conference is unique, thank you letters should be sent to the speakers, exhibitors (spring), sponsors, guests, tour hosts and entertainers. Sample [Thank you letters](#) are in Appendix K.

Newsletter Article

A newsletter article is written advertising the conference. It is placed in the newsletter that comes out before the conference. After the conference, a newsletter article should be written summarizing the highlights of the conference. Going to the Chapter website and looking for past conference articles is a good approach. A sample newsletters is in Appendix L.

Final Financial report

The post conference [Final Budget](#) should be completed by the end of May (spring) and November (fall) for the Executive committee review. The budget should follow the format in Exhibit K. Make sure that the final financial report includes the actual registrations for each category. Update the spreadsheet for the actual revenues and



expenses for the conference. Be sure to amend the formula in the average column so that the correct average is calculated. This information will be helpful for future conference hosts. The summary of the conference budget should be entered on Appendix N.

Conference Guide Update

The purpose of the guide is to help future host communities. If you find there are areas of improvements needed on the guide, submit any recommended changes to the Past President Committee chair who will update this guide. This should be done by the end of May (spring) or November (fall).

Resources

The Wisconsin Chapter website, www.wisconsinapwa.net has many of the prior year's conference information if you wish to review those documents.



Appendix A Conference Program Schedule

APWA - Wisconsin Chapter - Spring Conference Schedule

NO	ACTIVITY	Days		Projection (*) Completion Date	Assigned To
		Before/After Conference	Calendar Date		
1	Secure Conference Center/Hotel	ASAP(360MIN)			
2	Contract With Hotel/Conference Center (Room Reserve)	ASAP(360MIN)			
3	Secure Location for Golf Outing	ASAP(360MIN)			
4	Local Conference Committee Meeting #1	210			
5	Advertise Spring Conference at preceding fall conference	180			
6	Start Developing Preliminary Budget	180			
7	Arrange Wednesday Night Get Acquainted Party	180			
8	Arrange Thursday Night Banquet Entertainment	180			
9	Invite APWA National President and APWA National Chapter Liason	180			
10	Invite Region V Director	180			
11	Present Preliminary Budget & Program to Exec. Committee	180			
12	Prepare Exhibitor Registration forms Advance Notification Letter	120			
13	Meet with Convention Center to Discuss Room for Exhibitors (Spring)	120			
14	Local Conference Committee Meeting #2 (Suggested)	90			
15	Send Preliminary "Meals & Schedule" to Hotel	90			
16	Develop & Arrange Guest/ Spouse Program	90			
17	Finalize Bus Details if necessary	75			
18	Sales/Catering Contract with Hotel/Conference Center	75			
19	Finalize Program with Program Chairperson	75			
20	Finalize Transportation/Bus Needs & Schedule	75			
21	Mail Postcards to Members and e-mail blast	60			
22	Purchase Badges for Committee Members, Speakers, Host, etc	60			
23	Purchase Gifts for Speakers & Door Prizes, Misc. Conference items	60			
24	Finalize with Program Chair speaker needs	45			
25	Local Conference Committee Meeting #3 (To Finalize Arrangements)	30			
26	Publicize Program & Conference	30		Chapter Newsletter	
27	Send out e-mail reminder to members with links to registration	30			
28	Finalize "Meals & Schedule" with Hotel	10			
29	Finalize Speaker Equipment Needs with Hotel	10			
30	Print Program, handouts, and exhibit boards	10			
31	Assemble Registration Packets	5			
32	Confirm Meal Numbers with Caterer	3			
33	APWA - WISCONSIN CHAPTER CONFERENCE	0			
34	Send Thank You Letters to V&CB, Hotel, Contributors For Sponsoring Dinner, Exhibitors, Speakers, Etc.	-20			
35	Financial Statement to Chapter Treasurer	-30			
36	Send Program Guide Comments to Program Chair	-30			



Appendix B Preliminary Budget

APWA - WISCONSIN CHAPTER SPRING CONFERENCE West Bend, WI - May 6 - 8, 2009

Preliminary Conference Budget

3/19/2009

Revenue			
Member Registration (all inclusive)			
Full - early	90	@ \$ 180.00	= \$ 16,200
	0	@ \$ 190.00	= \$ -
Guest with member - early	20	@ \$ 90.00	= \$ 1,800
	0	@ \$ 100.00	= \$ -
New Member	5	@ \$ 90.00	= \$ 450
	0	@ \$ 100.00	= \$ -
One day (Full - everything except banquet)	10	@ \$ 80.00	= \$ 800
	0	@ \$ 90.00	= \$ -
Non-Member Registration			
Full	5	@ \$ 210.00	= \$ 1,050
	0	@ \$ 220.00	= \$ -
Guest	0	@ \$ 110.00	= \$ -
	0	@ \$ 120.00	= \$ -
One day (includes lunch)	5	@ \$ 100.00	= \$ 500
	0	@ \$ 110.00	= \$ -
Individual Activity Fees (Member/ Non-member)			
Get Acquainted Party - Wed	50	@ \$ 25.00	= \$ 1,250
	0	@ \$ 30.00	= \$ -
Exhibit Show - Thursday	10	@ \$ 15.00	= \$ 150
	0	@ \$ 20.00	= \$ -
Social Hour/Banquet - Thurs	5	@ \$ 45.00	= \$ 225
	0	@ \$ 55.00	= \$ -
Luncheon -	20	@ \$ 20.00	= \$ 400
	0	@ \$ 25.00	= \$ -
Golf Outing	40	@ \$ 52.00	= \$ 2,080
Conference Donation			
Exhibitor Registration			
Booth	40	@ \$ 400.00	= \$ 16,000
Booth with Inside Display Area	10	@ \$ 700.00	= \$ 7,000
Total Revenue			= \$ 47,905

Expenses			
Printing & Mailing			
	1	@ \$ 2,000.00	= \$ 2,000
Member Program Expenses			
Get Acquainted Party	200	@ \$ 7.50	= \$ 1,500
Breakfast & AM Break - Thurs	125	@ \$ 6.95	= \$ 869
Luncheon - Thursday	175	@ \$ 9.00	= \$ 1,575
Social Hour/Banquet	170	@ \$ 24.90	= \$ 4,233
Breakfast & AM Break - Friday	100	@ \$ 6.95	= \$ 695
Luncheon - Friday	100	@ \$ 7.50	= \$ 750
Labor, Gratuity, Other Charges			= \$ 2,579
Open Bar and Beer	1	@ \$ 2,500.00	= \$ 2,500
Guest Program Costs			
Lunch	1	@ \$ 175.00	= \$ 175
Tour Gift	1	@ \$ 100.00	= \$ 100
Facilities costs			
Exhibit Hall Rental	1	@ \$ 11,500.00	= \$ 11,500
Booth Setup Cost	1	@ \$ 3,877.10	= \$ 3,877
Audio/Visual	1	@ \$ -	= \$ -
Transportation	1	@ \$ 100.00	= \$ 100
Speaker Gifts	30	@ \$ 30.00	= \$ 900
Speaker (Denson)	1	@ \$ 1,564.00	= \$ 1,564
Entertainment	1	@ \$ 1,375.00	= \$ 1,375
Golf Outing (10 am @ Kettle Hills)			
Golfers	40	@ \$ 42.00	= \$ 1,680
Carts	40	@ \$ 10.00	= \$ 400
Door prizes	1	@ \$ 1,250.00	= \$ 1,250
Miscellaneous	1	@ \$ 2,500.00	= \$ 2,500
Total Expenses			= \$ 42,122

Budgeted Conference Balance	\$ 5,783
------------------------------------	-----------------

Conference Sponsorships			
Sustaining Sponsor Credit	9	@ \$ 250.00	= \$ 2,250
Spring Conference Sponsors	7	@ \$ 250.00	= \$ 1,750

Budgeted Net Conference Balance	\$ 9,783
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Appendix C Conference Program

(Page 1 of 8)



American Public Works Association – Wisconsin Chapter

2015 Spring Conference – May 13, 14 & 15, 2015

Sheboygan, Wisconsin



Blue Harbor Resort Spa & Conference Center

725 Blue Harbor Drive

Sheboygan, Wisconsin

(920) 452-2900

www.blueharborresort.com



Appendix C Conference Program

(Page 2 of 8)

Golf Outing
Wednesday May 13, 2015
Shotgun start: 9:30 am (box lunch at turn)

Town & Country Club – Sheboygan, Wisconsin
www.townandcountrygolf.com



Questions please contact:
Ryan Sazama, City Engineer
City of Sheboygan
ryan.sazama@sheboyganwi.gov
(920)459-3366

APWA WI Sheboygan River Canoe Paddling Tour
Wednesday, May 13, 2015
10 am - 3:30 pm

contact Rick Eilertson for details
rick.eilertson@fitchburgwi.gov
(608)-270-4264



Appendix C Conference Program

(Page 3 of 8)

Welcome APWA Wisconsin Chapter!



The conference host committee is proud to welcome you to the 2015 Spring Conference in the City of Sheboygan!

CONFERENCE PROGRAM

Wednesday, May 13, 2015

- 12:00 pm - 5:30 pm** **Registration – Blue Harbor Resort Main Lobby**
- 9:30 am - 3:30 pm** **Golf at Town & Country Club**
W1945 County Highway J
Sheboygan, Wisconsin
- 10:00 am - 3:30 pm** **Sheboygan River Area of Concern (AOC) Cleanup & Habitat Restoration Paddling Event**
- 4:00 pm - 5:30 pm** **Executive Committee Meeting**
Blue Harbor Resort – Latitude Restaurant – Island Rm
- 5:30 pm - 8:30 pm** **Ice Breaker Reception**
Blue Harbor Resort – Latitude Restaurant
- 8:00 pm - End** **Scholarship Fundraiser Euchre**
(Sheepshead on the side)



Appendix C Conference Program

(Page 4 of 8)

Thursday, May 14, 2015

- 7:00 am - 5:00 pm Registration Desk Open – Prefunction A**
- 7:30 am - 8:30 am First Timers Breakfast (sit down breakfast)**
- 7:30 am - 8:30 am Continental Breakfast with Vendors/Exhibitors**
- 8:45 am - 9:00 am Conference Kick-Off:**
David Biebel, Director of Public Works
Welcome – City of Sheboygan
Mayor Michael Vandersteen
Carl Weber – APWA WI Chapter President
- 9:00 am - 10:00 am Blue Harbor Resort – Salon A**
- Session A** Leadership & Employee Engagement
Presenter: Steve Bobowski, Dale Carnegie & Associates
- 10:00 am -10:15 am Morning Break with Vendors/Exhibitors**
- 10:15 am -11:15 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session B** Utility Easement Rights
Presenter: Warren La Duke, WisDOT Statewide Utilities
- Session C** Sheboygan River Area of Concern (AOC) Cleanup &
Habitat Restoration Projects
Presenters: Chad Pelishek, Sheboygan, Director of
Planning & Development and Stacy Horn, Water
Resources Management Specialist, WIDNR
- 11:15 am -12:15 pm Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session D** Snow & Ice Removal/Operations: There's No Business
Like Snow Business
Presenter: Christine Walsh, City of Beloit, Tony Feitzer,
City of Green Bay, Rob Vanden Noven, City of Port
Washington



Appendix C Conference Program

(Page 5 of 8)

Thursday, May 14, 2015.....continued

- Session E** What Do the DBE/Veteran Owned Business Programs Do For Us? A View From The Other Side of the Fence
Presenter: Najim Heidari, President, CORRE; Carrie Bristol-Groll, Principal Civil Engineer, Stormwater Solutions Engineering, LLC; Nahid Afsari, Vice President Cotter Consulting, LLC
- 12:15 pm - 1:15 pm Lunch with Vendors/Exhibitors - Lakeside Terrace**
- 1:15 pm - 2:15 pm Concurrent Sessions – Blue Harbor Resort Salon A and Salon EFG**
- Session F** Using Crash Data from TOPs and GIS to Prioritize Safety Projects
Presenters: Gary Evans, Waukesha County
- Session G** City of Milwaukee's Technology and Sustainable Toolbox
Presenter: Ghassan Korban, City of Milwaukee
- 2:15pm - 3:00 pm Afternoon Break with Vendors/Exhibitors**
- 3:00 pm - 4:00 pm Concurrent Sessions – Blue Harbor Resort Salons A and EFG**
- Session H** Young Professionals vs. Seasoned Professionals
Panelists: Jerad Wegner, Ruekert & Mielke; Shelly Billingsley, City of Kenosha; John Edlebeck, Village of Whitefish Bay; Dave Lawry, Village of Schaumburg
- Session I** Turning Wasted Food into Valuable Energy
Presenter: Sharon Thieszen, Supt., Sheboygan WWTP
- 4:00 pm - 5:15 pm Technical Committee Meetings – Salon EFG**
- 5:30 pm Exhibits Close**
- 5:30 pm - 6:30 pm Social Hour – Lakeside Terrace**
- 6:30 pm - 8:00 pm Chapter Banquet & Awards – Salon A**
- 8:30 pm - 9:30pm Entertainment – Lakeside Terrace - Joel Kuether Trio**



Appendix C Conference Program

(Page 6 of 8)

Friday, May 15, 2015

7:00 am - 8:00 am Registration – Prefunction A

7:00 am - 8:00 am Continental Breakfast – Salon A

8:00 am - 9:00 am General Session – Salon A

Session J WDNR Program Updates: TMDL's, Phosphorus Variance & More
Presenter: Michael Bruhn, Assistant Deputy Secretary, WIDNR

**9:00 am-10:00 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**

Session K What Does Sustainability Mean in Your Community?
Presenter: Sherrie Gruder, UW-Extension (Madison)

Session L Road Diet
Presenter: Sean Spromberg, Becher-Hoppe

10:00 am -10:15 am Morning Break

**10:15 am -11:15 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**

Session M City of Milwaukee & Waukesha County's Material Recycling Facility (MRF)
Presenter: Ghassan Korban, City of Milwaukee;
Dale Shaver, Waukesha County

Session N Creating a One Water Region
Presenter: Dean Amhaus, President & CEO,
The Water Council

11:15 am - 12:00 pm Room Checkout

**12:00 pm - 1:30 pm Lunch & Chapter Business Meeting –
Awards & Door Prizes – Latitude Restaurant**



Appendix C Conference Program

(Page 7 of 8)

Spouse/Guest Program

Wednesday, May 13, 2015

10:00 am - 3:30 pm Sheboygan River Area of Concern (AOC) Cleanup & Habitat Restoration Paddling Event

5:30 pm - 8:30 pm Ice Breaker Reception
Blue Harbor Resort – Latitude Restaurant

Thursday, May 14, 2015

7:30 am - 8:30 am Continental Breakfast with Vendors/Exhibitors

9:00 am - 11:30 am Blue Harbor Spa Package
Escape Package - Enjoy this combination of signature manicure and signature pedicure services

12:00 pm - 1:30 pm Lunch and Tour at The Blind Horse Restaurant & Winery located in Kohler, Wisconsin

1:45 pm - 5:30 pm Shopping Downtown Sheboygan

Friday, May 15, 2015

7:00 am - 8:00 am Continental Breakfast – Salon A

12:00 pm - 1:30 pm Lunch & Chapter Business Meeting – Awards & Door Prizes – Latitude Restaurant



Appendix C Conference Program

(Page 8 of 8)

HOTEL INFORMATION

BLUE HARBOR RESORT 
SPA & CONFERENCE CENTER

725 Blue Harbor Drive
Sheboygan, WI 53081
(920) 452-2900
\$119/night

www.blueharborresort.com

**Please indicate reservation is for
American Public Works Association**

Complimentary parking is available for overnight guests

APWA Executive and Conference Program Committee

Conference Committee
David Biebel, Conference Chair
Wendy Gorges
Ryan Sazama



Appendix D Exhibitors Forms

(Page 1 of 3)

Wisconsin Chapter
American Public Works Association
400 La Crosse Street
La Crosse, WI 54601



March 2013

Dear Friends of Public Works,

The American Public Works Association – Wisconsin Chapter will be holding its 2013 Spring Conference in La Crosse on May 8th, 9th and 10th at the La Crosse Convention Center. Rooms are available at the Holiday Inn Hotel & Suites, The Radisson Hotel, and The Marriott COURTYARD, all located within a block or two of the Convention Center.

The APWA Wisconsin Spring Conference provides a great opportunity for your company to exhibit your products and services to Public Works officials who are responsible for specifying and/or purchasing equipment, materials and services related to the public works industry. This conference provides exhibitors with great exposure and opportunities for personal contact with conference attendees and should prove to be very beneficial to your company.

The Spring Conference includes indoor exhibition space in the Center's South Hall. You may be aware that the exhibits for the conference have changed a bit in the last few years. We no longer expect exhibitors to bring in large equipment, such as street sweepers, back hoes, or trucks. Exhibits are generally table tops, small tools and equipment, and/or web based based. Display spaces are 10 ft by 10ft and include back and side drapes, carpet, 8ft skirted table, 2 chairs, 120v electric, free WIFI, and space ID sign. Exhibit space rental is \$350 per 10ft by 10ft space, and includes one (1) full conference registration.

Exhibits can be set up beginning Wednesday, May 8. The exhibits are one day only and open Thursday, May 9 at 7:30am and run until 5:00pm. There will be non-compete time in both morning and afternoon technical sessions. The Thursday conference luncheon will also be in the exhibit hall from 12:00-1:15.

If your organization is interested in being a Conference or Chapter sponsor, please refer to the enclosed Sponsorship Program Enrollment form. Complete details of the Sponsorship Program are available on the Wisconsin Chapter website for information at www.wisconsin.apwa.net.

Our conference planning also includes a request for donations of door prizes for drawings to be held at the Wednesday golf outing, during the non-compete time on the exhibit floor, and following lunch after the conference closes on Friday. If you would like to donate a prize for these events, space is provided on the enclosed Exhibitor Registration forms. Future door prize winners thank you!

Please use the enclosed forms for registration and reservation of exhibit areas. We will look forward to seeing you as an exhibitor and as a conference participant this spring in La Crosse.

Dale Hexom – Public Works office
APWA Spring Conference Committee
400 La Crosse Street
La Crosse, WI 54601
608/789-7599
hexomd@cityoflacrosse.org

Mark Johnson – La Crosse Utilities office
APWA Spring Conference Committee
400 La Crosse Street
La Crosse, WI 54601
608/789-7588
johnsonm@cityoflacrosse.org

J:\Development\Planning\Administration-Planning\Correspondences\Tera Bannett\Engineering\Public Works\APWA Spring Conference\FINAL\APPENDIX C1.doc

Page 1 of 1



Appendix D Exhibitors Forms

(Page 2 of 3)

APWA - WISCONSIN CHAPTER EXHIBITOR REGISTRATION 2013 SPRING CONFERENCE

LaCrosse Center
May 8-10, 2013

EXHIBITING COMPANY

Firm Name _____
Street Address _____
City, State, Zip _____
Phone Number - email _____

EXHIBITOR IDENTIFICATION SIGN

Name of Firm _____
City & State _____

TERMS AND CONDITIONS EXHIBIT HOURS ARE THURSDAY 7:30AM - 5:30PM

Exhibitor Space Options

- A. Rental for each exhibit booth space is \$350 and includes:
- * 10 ft by 10 ft space with drapes
 - * One (1) eight (8) -foot skirted table, carpet
 - * Two (2) chairs, 120v electrical service
 - * One (1) space Identification sign
 - * High speed wireless internet
 - * **One (1) full registration for the 2013 APWA-WI Chapter Spring Conference**
 - * Additional vendor requested booth services are extra cost and vendor responsibility

Terms

- A. Exhibits may be set-up between the hours of Noon and 6 p.m., Wednesday, May 8, 2013 and / or Thursday morning from 6:00 a.m. to 9:00 a.m. exhibits will open at 7:30am
- B. Exhibits must be removed by 5:00pm Friday

Contact If any questions, please contact Dale Hexom at 608-789-7571, hexomd@cityoflacrosse.org or Mark Johnson at 608-789-7588 johnsonm@cityoflacrosse.org

REGISTRATION AND FEES Note: Each exhibitor registration includes one (1) full conference registration.

Exhibit booth Qty _____ @ \$350 = \$ _____
Will you need an electrical outlet? Y N
Registrant: _____ All meals for one person are included with registration.
Name: _____ Please indicate attendance:
Title: _____ Y N Wednesday Reception
Company: _____ Y N Thursday Lunch
Email Address: _____ Y N Thursday Dinner
Phone Number: _____ If Yes, indicate meal choice
_____ 8 oz Center Cut Top Sirloin with wild mushroom ragout
_____ Potatoe Crusted Walley with lemon caper butter sauce
_____ Tofu Steaks with red peper walnut sauce
Y N Friday Lunch

Page 1 of 2



Appendix D Exhibitors Forms

(Page 3 of 3)

APWA - WISCONSIN CHAPTER EXHIBITOR REGISTRATION 2013 SPRING CONFERENCE

3/15/2013

Additional Registrants (All meals for additional registrants must be paid for in advance.)

Name: _____	All Meals \$225 \$ _____
Title: _____	only Wednesday reception \$35 \$ _____
Email Address: _____	only Thursday \$100 \$ _____
	only Thursday Dinner \$55 \$ _____
_____	8 oz Center Cut Top Sirlion with wild mushroom ragout
_____	Potatoe Crusted Walley with lemon caper butter sauce
_____	Tofu Steaks with red peper walnut sauce
	only Friday Lunch \$35 \$ _____

Name: _____	All Meals \$225 \$ _____
Title: _____	only Wednesday reception \$35 \$ _____
Email Address: _____	only Thursday \$100 \$ _____
	only Thursday Dinner \$55 \$ _____
_____	8 oz Center Cut Top Sirlion with wild mushroom ragout
_____	Potatoe Crusted Walley with lemon caper butter sauce
_____	Tofu Steaks with red peper walnut sauce
	only Friday Lunch \$35 \$ _____

6.

Name: _____	All Meals \$225 \$ _____
Title: _____	only Wednesday reception \$35 \$ _____
Email Address: _____	only Thursday \$100 \$ _____
	only Thursday Dinner \$55 \$ _____
_____	8 oz Center Cut Top Sirlion with wild mushroom ragout
_____	Potatoe Crusted Walley with lemon caper butter sauce
_____	Tofu Steaks with red peper walnut sauce
	only Friday Lunch \$35 \$ _____

Spring Conference Golf Outing, The Golf Club at Cedar Creek Onalaska WI - Wednesday, May 8th 9:30 a.m.
Number of Golfers _____ x \$65.00= _____

18 Holes including Cart, lunch and beverage - \$65.00

Name of Golfer(s): _____

Vendors wishing to donate cash or prizes for golf outing or Friday door prizes should contact Mark Johnson at 608-789-7588 or johnsonm@cityoflacrosse.org

TOTAL VENDOR REGISTRATION: \$

Please make registration checks payable to: APWA Conference-Wisconsin Chapter

Sign and mail Pages 1 and 2 with your payment to:

City of LaCrosse Department of Public Works
Attn: Dale Hexom
400 La Crosse Street
LaCrosse, WI 54601
608-789-7571

Authorized Company Official - Please Print

Signature

Date

Office Use Only				
Date Received	Amount Received	File Copy	Assigned Space	Confirmation Letter Sent

Page 2 of 2



Appendix E Registration Forms

2015 SPRING CONFERENCE REGISTRATION FORM
Sheboygan, Wisconsin May 13, 14, 15, 2015



FEE SCHEDULE

Member Registration	Before April 15	After April 15/On Site	Total Fees
Full Conference	\$225	\$250	_____
Guest w/Member	\$125	\$125	_____
Retired	\$125	\$125	_____
New Member/First Timer	\$125	\$125	_____
One Day (includes lunch)			
Specify: Thur. _____	\$100	\$125	_____
Fri. _____	\$ 50	\$ 50	_____

Non-Member Registration

Full Conference	\$250	\$275	_____
Guest w/Non-Member	\$125	\$125	_____
One Day (includes lunch)			
Specify: Thur. _____	\$125	\$150	_____
Fri. _____	\$ 75	\$ 75	_____

Individual Activity Fees (Member/Non-Member)

Get Acquainted Party (Wed.)	\$ 50	\$ 65	_____
New Member Breakfast	\$ 25	\$ 25	_____
Luncheon (Thursday)	\$ 30	\$ 45	_____
Social Hour/Banquet (Thursday)	\$ 65	\$ 75	_____
Luncheon (Friday)	\$ 25	\$ 35	_____
Equipment/Vendor Show Only	\$ 20	\$ 25	_____
Student Registration			
Thursday Only (includes lunch)	\$ 20	\$ 25	_____

TOTAL CONFERENCE FEES ENCLOSED: \$ _____
Make checks payable to: APWA – Wisconsin Chapter

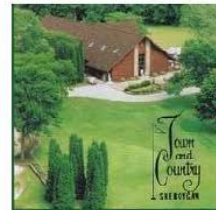
Return form with check to: David H. Biebel
City of Sheboygan – DPW
2026 New Jersey Avenue
Sheboygan, WI 53081

APWA MEMBERSHIP ID# _____
Name _____
Spouse/Guest Name _____
Organization _____
Address _____
Telephone _____ Fax _____
Email _____

Thursday Evening Banquet Meal
Sprecher Imperial Stout Braised Short Ribs _____
Bronzed Chicken Breast w/Cider Infused Herb Broth _____
(A vegetarian dinner is available upon special request)

Wednesday Golf Outing – Scramble

Town & Country Club
Sheboygan, Wisconsin 18 Holes, Cart & Lunch, Hole Prizes
\$50/person
TOTAL GOLFING FEES ENCLOSED: \$ _____
Make checks payable to: Town & Country Club



Individual/Foursome: _____



Appendix F Deposit Documentation Form

APWA Wisconsin Chapter Deposit Documentation		
Date	_____	
Event	_____	
Category	Description	Amount
405	Registration Fees	
410	Exhibit Space Sales	
490	Sponsorship	
495	Contributions	
	Other	
Total Deposit		

Please provide deposit slips with this form to the Treasurer's attention at the end of each week so that all transactions can be properly recorded.



Appendix G Tax Exempt Certificate

**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902
PHONE (608) 266-2776
TDD (608) 267-1049

Sales to the below named organization are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

AMERICAN PUBLIC WORKS
ASSOCIATION
400 LA CROSSE STREET

LA CROSSE WI 54601

CES NUMBER
029965
DATE ISSUED
4/15/1987

IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dor.state.wi.us, or at our Web site www.dor.state.wi.us

9-204(R,8-99)



Appendix H Expense Documentation

APWA Wisconsin Chapter Expense Documentation/Check Request Date: _____ Event: _____ Make Check Payable To: _____ Send Check to: _____ _____ _____		
Category	Description	Amount
552	Board Travel	
600	Facility Costs	
605	A/V Rental	
615	Food & Beverage	
620	Transportation	
675	Speakers/Trainers	
680	Entertainment	
838	Printing/Production	
861	Awards/Door Prizes	
	Other	
Total Expense		

Please provide all receipts along with this form to the Treasurer's attention (Scott Brandmeier, sbradmeier@villageoffoxpoint.com) at the end of each week so that all transactions can be properly recorded.



Appendix I Sponsorship Letter



Have You Heard About the 2016 Fall Conference and the Wisconsin Chapter Sponsorship Program?

Greetings:

The 2016 Fall Conference of the Wisconsin Chapter – American Public Works Association (APWA) will be held in Janesville, Wisconsin at the Holiday Inn Express on November 2 - 4, 2016. The conference is being hosted by the City of Janesville. We are busy planning an exciting educational and social program for the attendees and their guests.

The conference will kick-off on Wednesday, November 2nd. A “get-acquainted” party will be held that evening at The Venue downtown Janesville. Educational sessions on a variety of public works and municipal government topics will take place all day Thursday and Friday morning. The conference will wrap up around noon on Friday with a luncheon and raffle drawing.

This letter and its attachments also serve the purpose of introducing you to the Wisconsin Chapter – APWA Sponsorship program and the benefits you will receive as a Conference or Chapter sponsor. Some benefits for your company include recognition on our web site as well as a poster prominently displayed at the conference in front of 150 to 200 Public Works leaders and professionals.

Please look over the attached material and give strong consideration to becoming a Fall Conference sponsor or Chapter sponsor. You can also get this information from our web site <http://wisconsin.apwa.net/> by clicking on the sponsor link. If you are already a sponsor, your support is much appreciated!

For any specific questions you may have about the 2016 Fall Conference in Janesville, feel free to contact me. To be recognized as a sponsor, applications must be received by October 21, 2016. Thank you for your time and I look forward to seeing you at the conference.

Sincerely,

Paul Q. Woodard
City of Janesville
Conference Co-Chair
608-755-3182
woodardp@ci.janesville.wi.us





2016 Fall CONFERENCE

November 2- 4 2016

Hosted by the City of Janesville



The Town Square, a Catalyst for Change

Service to Community!

As part of the APWA's value in giving back to hosting communities, we welcome items at the registration table during the conference to support ECHO Inc. (Everyone Cooperating to Help Others), a local charity:

1. Non-perishable food items.
2. Toys for children.

THANK YOU FOR YOUR SUPPORT!



Appendix J Schedule

(Page 2 of 8)

2016 FALL CONFERENCE - JANESVILLE, WI	
Welcome Wisconsin Chapter APWA Members and Friends!	
2016 APWA Fall Conference is being hosted this year by City of Janesville Public Works Department and Janesville's Past Wisconsin APWA Presidents	
<u>Janesville Public Works</u> Paul Q. Woodard, P.E. Past President, Director of Public Works	<u>Past Presidents:</u> Dave Botts, P.E. Maurie Rott Carl Weber, P.E.

WEDNESDAY, NOVEMBER 2ND, 2016 ACTIVITIES

9:30 am – 3:30 pm	Golf at Riverside Golf Course <i>(2100 Golf Course Road, Janesville, WI 53548)</i>
12:00 pm – 5:30 pm	Registration – <u>Janesville Conference Center, Holiday Inn Express</u>
12:30 pm – 3:00 pm	Seneca Foods and Conde Street Pretreatment Facility Tour – <u>Meet in Holiday Inn Commons</u>
4:00 pm – 5:30 pm	Executive Committee Meeting – <u>Wisconsin Room, Holiday Inn Express</u>
5:30 pm – 8:00 pm	Get Acquainted Party at <u>The Venue – Grand Hall (Upstairs)</u> <i>(36 S. Main St. enter at the rear of the building, Westside)</i> <i>(Shuttle Bus provided beginning at 5:00 p.m. ending at 10:00 PM)</i>
8:00 pm – 10:00 pm	Get Acquainted Party/Euchre Tournament at <u>The Venue – Grand Hall (Upstairs)</u>

THURSDAY, NOVEMBER 3RD, 2016

7:00 am – 4:00 pm	Registration – <u>Janesville Conference Center, Holiday Inn Express</u>
7:00 am – 7:45am	New Member /First Timer Breakfast – <u>(Wisconsin Room)</u>
7:30 am – 7:45 am	Express Start Breakfast – (Holiday Inn Express Guests only)
7:45 am – 8:00 am	Conference Kick-Off and Welcome <u>Salons D,E,F</u>



Appendix J Schedule

(Page 3 of 8)

8:00 am – 9:15 am	General Session Session A	<u>Salons D,E,F</u> <i>Leadership 101</i> This session will provide leadership insight from a retired Army Colonel perspective who is now City Manager for a City on the move. Presenter: Mark A. Freitag, City Manager, City of Janesville
9:15 am – 10:15 am	Concurrent Sessions Session B (Salon A) Session C (Salon B) Session D (Salon C)	<u>Salons A, B, C</u> <i>Dollar General Distribution Center, Winning the Project and Plugging in Modifications when Road Reconstruction is in Progress</i> In 2015, Janesville landed a million s.f. distribution center for Dollar General Retail Store growth. Understand how Janesville worked with affected partners to land the project, meet the expectations of the client and complete the public improvements on time and within budget. Presenter: Gale Price, Economic Development Director, City of Janesville <i>SCADA Security</i> This session will cover SCADA security and the necessary measures to help protect the station and ultimately the public. Presenter: Mark Kane, Electrical Engineer, L.W. Allen <i>Communicating What We Do</i> This session will focus on how to better communicate with the public by discussing various communication tools to effectively deliver the message and the importance of being proactive with communication. Presenter: Michael Wodalski, Deputy Director of Public Works, Village of Weston
10:15 am – 10:30 am	Morning Break	
10:30 am – 11:30 am	Concurrent Sessions Session E (Salon A)	<u>Salons A, B, C</u> <i>Revitalizing Downtown Janesville, a Catalyst for Change</i> The City of Janesville is now developing the Town Square, a major public infrastructure investment key to downtown Janesville's revitalization. The centerpiece of the Town Square involves removal of a parking deck that spans the Rock River and repurposing riverfront lands that will soon be exposed in the heart of the community. This presentation will share how the City's well-articulated action plan – The Rock Renaissance Area Redevelopment & Implementation Strategy (ARISE) – is being implemented to reconstruct this downtown riverfront area. Presenter: Duane Cherek, Planning Services Manager, City of Janesville



Appendix J Schedule

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	Session F (Salon B)	<i>360 Degree Approach to Utility Coordination</i> Attending this session will provide a better understanding of mapping practices and application to daily work. Presenter: Curt Fakler, P.E., Senior Engineer, Utility Mapping Services, Inc.
	Session G (Salon C)	<i>Employee Assistance Programs, Can They Help?</i> This session will discuss how employees and others can be more productive while at work. Presenter: Marvin Wopat, Motivational Speaker, Self Speaker
11:30 pm – 12:30 pm	Lunch	<u>Salons D,E,F</u>
	Business meeting	<u>Salons D,E,F</u>
12:30 pm – 1:30 pm	Concurrent Sessions	<u>Salons A, B, C</u>
	Session H (Salon A)	<i>Impact of Salt on Groundwater</i> Road salt use is causing sodium and chloride levels to rise in many aquifers. Concentrations are getting high enough to threaten the use of many municipal wells. Without some changes many communities will lose well fields or the use of entire aquifers. With proper management and monitoring we can have safe winter roads and economic sources of water. Presenter: John Jansen, Hydrogeologist, Leggette, Brashears and Graham.
	Session I (Salon B)	<i>Managing to Learn, Using the Lean Process Improvement Approach in Public Works</i> Objectives of this session: <ul style="list-style-type: none"> • Understand the basic process of the Lean Approach • Basic Components of the A3 • Why is this important • Taking a Gemba Walk • Learned information from Grand Rapids, Michigan • Other Lean techniques Presenter: Jeff Hazekamp, President, Angus Young Associates, Inc.
	Session J (Salon C)	<i>Personal Investments</i> The session will provide information so one knows the variety of choices in the investing field. Presenter: Tony Mennenga, Tax and Financial Advisor, Mennenga Tax and Financial Service
1:30 pm – 2:30 pm	General Session Session K	<u>Salons D,E,F</u> <i>Kayla's Krew, Creating a Dream</i> This session will describe the development, authorization and construction of a playground project designed for a diverse community of children including those with disabilities.



Appendix J Schedule

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Presenter: Michelle (Shelly) Runte, Founder and Executive Director, Kayla's Krew

2:30 pm – 2:45 pm	Afternoon Break	Death by Chocolate
2:45pm – 4:15 pm	General Session Session L	<u>Salons D,E,F</u> <i>Best of Public Works Projects</i> These Projects of the Year these projects were selected by WI-APWA as being examples of challenging and exemplary works that deserve the attention of our professions. Presenters: Eric Thompson, PE, CFM, Senior Water Resources Engineer, MSA Professional Services Daniel Borchardt, PE, ENV SP, Project Manager/Construction Mgt Engineer, MSA Brandon Herbert, P.E., Project Manager, Strand Associates Richard Weihert, Project Manager, Middleton Bradley Werginz , Architect, Angus Young Chris Petykowski, Principal Engineer, City of Madison Jaime Kurten, Senior Project Engineer, MSA Professional Services, Inc. Rusty Chesmore, Vice President, Mead & Hunt
4:15 pm – 5:15 pm	Technical Committee Meetings	
5:30 pm – 6:30 pm	Social Hour – <u>Prefunction Area, Outside of Registration Area</u>	Open Bar until 7:30, Cash bar after 7:30
6:30 pm – 8:00 pm	Banquet Meal and Scholarship Awards Ceremony	<u>Salons D,E,F</u>
8:00 pm – 10:00 pm	Chapter Entertainment	<i>(Glen Gerard Magic and Comedy)</i>

FRIDAY, NOVEMBER 4th, 2016

7:00 am - 8:00 am	Express Start Breakfast –	(Holiday Inn Express Guests only)
8:00 am – 9:00 am	General Session Session M	<u>Salons D,E,F</u> <i>Ethics, A Dynamic and Interactive Perspective</i> This session features a dynamic interactive discussion of case history that will reveal ethics that are the foundation of most behavior and how to shape individual and group behavior with those insights.



Appendix J Schedule

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Presenter: Al Guyant, President, Guyant & Associates, Consultant

9:00 am – 10:00 am

Concurrent Sessions Salons A, B, C

Session N
(Salon A)

Janesville's Stormwater Management Approach and Its Impact on NR 151 and TMDL

This session will look at the City of Janesville's approach to meeting the TMDL water quality goals and how this influenced the implementation of NR 151 and the Rock River TMDL.

Presenter(s):

Caroline Burger, Water Resources Engineer, Brown & Caldwell

Tim Whittaker, Stormwater Manager, City of Janesville

Session O
(Salon B)

Constructing a PW facility? Don't Forget Innovation and Economic Feasibility

This session will assess the history of Public Work garages over the last 70 years, how we got to where we are now, what are the key design factors driving a new garage, how to best organize the garage for maximum efficiency, what design features provide the most operational impact and what are the costs for the new garage.

Presenter(s):

Norman Barrientos, President, Principal Architect, Architecture

Doug Forton, Architect, Architecture

Session P
(Salon C)

Alternate Route Planning, Design & Construction: I-39 Corridor Expansion

This session will present the planning, design, construction and implementation of the I-39 Alternate Route.

Presenter(s):

Derek Potter, P. E., Project Manager, WisDOT
Brad Halvensleben, P.E., Project Manager, KL Engineering, Inc.

10:00 am – 10:15 am

Morning break

10:15 am – 11:15 am

Concurrent Sessions Salons A, B, C

Session Q
(Salon A)

Janesville Navigates the FEMA process through Proactive Stormwater Planning

This session will discuss the stormwater management planning efforts for the City of Janesville's expanding northeast side in the early 2000s, which culminated in an extension on the northerly end of the City's greenway system near Wright Road and USH 14. This final segment of the project included cooperation between the WDNR, City, and MSA in order to incorporate the storm sewer network improvements into new FEMA maps.

Presenter: Uriah Monday, Senior Project Engineer, MSA Professional Services



Appendix J Schedule

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	Session R (Salon B)	<i>Challenges of Unmanned Aerial Systems</i> This session will showcase several project examples that examine the ability for a UAS to provide high accuracy data that meets national map accuracy standards. The presentation will address challenges that must be met to meet data accuracies. Presenter: Paul Braun, Vice President - Strategy & Development, Continental Mapping Consultants
	Session S (Salon C)	<i>Transportation Development of Wisconsin Just Fix It Program</i> This session will promote funding alternatives and cohesiveness to help Wisconsin's various means of transportation. Presenter: Craig Thompson, Executive Director, Transportation Development Association of Wisconsin
11:15 am – 11:30 am	<i>Checkout</i>	
11:30 am – END	Lunch with Door Prizes <u>Salons D,E,F</u>	



Appendix J Schedule

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Spouse/Guest Program

WEDNESDAY, NOVEMBER 2, 2016

- 9:30 am – 3:30 pm Golf at Riverside Golf Course (2100 Golf Course Rd, Janesville, WI 53548)
(Contact Dave Botts at bottsd@ci.janesville.wi.us or at 608-755-3116 to sign up)
- 12:30 pm – 3:00 pm Seneca Foods and Conde Street Pretreatment Facility Tour –
Meet in Holiday Inn Commons (Contact Dave Botts at bottsd@ci.janesville.wi.us or 608-755-3116 to sign up)
- 5:30 pm – 10:30 pm Get Acquainted Party The Venue – Grand Hall (Upstairs)
(36 S. Main St. enter at the rear of the building, Westside)
(Shuttle Bus Provided beginning at 5:00 p.m. ending at 10:00 PM)

THURSDAY, NOVEMBER 3, 2016

- 6:30 am – 7:45 am Express Start Breakfast – (Holiday Inn Express Guests only)
- 9:00 am – 9:15 am Meet in Hotel Lobby for Meet and Greet
- 9:30 am – 10:30 am Tour K&W Greenery
- 10:30 am – 10:30 am Tour Lincoln Tallman Home and Helen Jeffris Wood Museum
- 12:00 pm – 1:30 pm Lunch – O'Riley Conway Irish Pub
- 1:30 pm – 2:30 pm Create your own art
- 2:30 pm – 4:00 pm Downtown shopping on your own
- 5:30 pm – 6:30 pm Social Hour – Prefunction Area
- 6:30 pm – 8:00 pm Banquet Meal and Scholarship Awards Ceremony
- 8:00 pm – 10:00 pm Chapter Entertainment (Glen Gerard Magic and Comedy)

FRIDAY, NOVEMBER 4, 2016

- 7:00 am - 8:00 am Express Start Breakfast – (Holiday Inn Express Guests only)
- 9:00 am Meet in the Hotel lobby
- 9:30 am – 10:30 am Tour Wisconsin Wagon
- 10:30 am – 11:30 am Shopping on your own at Janesville Mall
- 11:30 am – END Lunch with Door Prizes



Appendix K Thank You Letter



June 8, 2016

Dear APWA 2016 Spring Conference Exhibitors,

On behalf of the American Public Works Association – Wisconsin Chapter and the 2016 Spring Conference Committee, please accept our thanks for exhibiting at the Spring Conference that was held in Stevens Point at the Holiday Inn and Convention Center May 4th – 6th, 2016. Your participation helped make this conference a very special and successful event.

We hope that the conference was successful for your company and that you will consider exhibiting at future APWA Conferences.

Thanks again,

Scott Schatschneider *Tricia Church*

Scott Schatschneider, P.E.
Director of Public Works
City of Stevens Point
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Dept of Public Works
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Stevens Point, WI 54481

Phone: (715) 346-1651
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stevenspoint.com



2016 Fall Conference- Janesville

November 2-4, 2016

Janesville Conference Center

The City of Janesville is excited to welcome you to the 2016 Fall Conference at the Janesville Conference Center located in the Holiday Inn Express in beautiful Janesville. Please bring nonperishable food pantry items or toys to help those in need in the Janesville area.

The conference begins with golf at the Janesville Riverside Golf course or a tour of Seneca Foods and the Conde Street pretreatment facility along with a drive through the state first diverging diamond followed with the usual "Get Acquainted Party" which will be held at The Venue in downtown. Transportation will be provided from the hotel. A Euchre Tournament to benefit the scholarship program will be held after the party. A separate Sheepshead game(s) will also be held on the side. Both card games will be held at The Venue.

Thursday and Friday will kick off with breakfast from the hotel for those attendees registered at the hotel. **An area will be set aside for "First Time" conference attendees to meet with the Executive committee at breakfast.** Throughout both days, there will be several opportunities to attend seminars and receive CEU credits. We will be having a three track conference which gives ample opportunity to find a seminar of interest.

Thursday night we will have our chapter banquet which will include the presentation of the 2016 scholarship winners. Our entertainment for the evening will be Glen Gerard Magic and Comedy. Please join us for a fun filled and exciting evening.



Appendix L Newsletter

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The Spouse/Guest program will consist of a tour of the K&W Greenery, Lincoln Tallman House and Helen Jeffris Wood Museum; create your own art on Thursday, downtown shopping and a tour of the Wisconsin Wagon factory on Friday. A raffle drawing will end the conference right after lunch on Friday.

For more information, visit the Wisconsin APWA website and click on the “APWA Fall conference program” link on the home page. We look forward to a successful conference and hope that you can join us.



Appendix L Newsletter

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Highlights from the 2016 Fall Conference

By Paul Q. Woodard, Director of Public Works, City of Janesville

The 2016 APWA Fall Wisconsin Chapter Conference was held November 2-4 at the Janesville Holiday Inn Conference Center in Janesville, Wisconsin and hosted by the City of Janesville Public Works Department and Past Presidents from Janesville. After a heavy morning rain, 33 golfers got to enjoy a best ball and scramble golfing tournament at Riverside Golf Course with the foxes. The traditional “Get Acquainted Party” was held at The Venue in historic downtown Janesville. A large screen TV was set up to watch the Cubs play the Cleveland Indians in the final World Series ball game. A small group played in a Euchre tournament to raise money for the Chapter’s scholarship program.

The conference kicked off Thursday morning with a Chapter Conference First Timer’s Breakfast attended by over 10 first timers. Past National President Brian Usher welcomed all conference attendees and gave us some insight into what is going on with National APWA. Mark Freitag, Janesville City Manager, started the conference with a presentation on Leadership 101.

Over the two days of the conference, over 29 speakers presented at 19 sessions, with attendees able to earn up to 9 continuing professional education credits. The triple track provided a wide variety of topics to choose from.

The conference included 2016 Best in Public Works Projects of the Year presentations, a great presentation on Kayla’s Crew constructing about constructing an accessible playground and a dynamic discussion on Ethics.

The Thursday night banquet was led by retiring member Maurie Rott who played an outstanding rendition of Beer Barrel Polka with his Humstrum. The five annual scholarship recipients were also recognized. Following the banquet, Glen Gerard entertained the group with his magic, illusions and comedy.



Appendix L Newsletter

(Page 4 of 4)

Spouses and guests were kept busy during the conference. Patti Rott was the tour guide for the spouse program which included the K&W Greenery, Helen Jeffris Wood Museum, Wisconsin Wagon, lunch and shopping.

The City of Janesville past presidents enjoyed hosting the 2016 Wisconsin Chapter Fall Conference. We would like to thank the Chapter's Annual and Fall Conference Sponsors for all their support of donations for the event. In particular, special thanks to Angus Young & Associates for their assistance in managing the registration process.

Thank you to all who attended the conference and we look forward to seeing you in just a few short months in Madison for the Spring Chapter Conference. Word on the street is that Eric Dundee from the City of Madison is planning a new and exciting version of the Spring Conference.



Appendix M Final Budget

2016 APWA - WISCONSIN CHAPTER SPRING CONFERENCE Final Budget

Actual Revenues		Actual Expenses	
Member Registration Fees		Wednesday	
Full Conference	86 @ \$ 250.00 = \$ 21,500.00	Golf Outing & Tours	
Full Conference - Late	7 @ \$ 300.00 = \$ 2,100.00	Sentry Insurance (Golf Outing)	79 @ \$ 81.15 = \$ 6,410.63
New Member Full Conf.	7 @ \$ 125.00 = \$ 875.00	(Includes 18 holes & lunch)	
Guest w/member	3 @ \$ 125.00 = \$ 375.00	Point Brewery Tours	20 @ \$ 5.00 = \$ 100.00
Guest - Late	1 @ \$ 150.00 = \$ 150.00	Get Acquainted Party	
Retired	3 @ \$ 125.00 = \$ 375.00	PJ's Dinner	195 @ \$ 18.00 = \$ 3,510.00
Retired - Late	1 @ \$ 150.00 = \$ 150.00	PJ's Drinks and gratuity	1 @ \$ 2,666.97 = \$ 2,666.97
Thursday only (no banquet)	11 @ \$ 135.00 = \$ 1,485.00	Wednesday Expense Total:	\$ 12,687.60
Thursday only (no banquet) - Late	12 @ \$ 160.00 = \$ 1,920.00	Thursday	
Member Registration Fee Total:	\$ 28,930.00	Thursday Facility Expense Per Contract	\$ 75.00
Non-Member Registration Fees		New Member Breakfast	8 @ \$ 13.36 = \$ 106.87
Full Conference	10 @ \$ 300.00 = \$ 3,000.00	Breakfast & breaks	263 @ \$ 27.00 = \$ 7,101.00
Thursday only (no banquet)	10 @ \$ 160.00 = \$ 1,600.00	Luncheon - Thursday	263 @ \$ 19.14 = \$ 5,033.82
Thursday only (no banquet) - Late	4 @ \$ 185.00 = \$ 740.00	Breakfast & Lunch Total:	\$ 12,316.69
Non-Member Registration Total:	\$ 5,340.00	Reception & Social	
Individual Activity Fees		Setup/Tear-down for Casino Night	1 @ \$ 200.00 = \$ 200.00
Get Acquainted Party - Wed	5 @ \$ 60.00 = \$ 300.00	Social Hour (2 drinks each)	380 @ \$ 3.63 = \$ 1,379.70
Get Acquainted Party - Wed - Late	3 @ \$ 75.00 = \$ 225.00	Cheese and Sausage Display	1 @ \$ 174.00 = \$ 174.00
Social Hour/Banquet - Thurs	3 @ \$ 75.00 = \$ 225.00	Vegetable Display	1 @ \$ 97.20 = \$ 97.20
Lunch - Friday	8 @ \$ 60.00 = \$ 480.00	Fresh Fruit Display	1 @ \$ 150.00 = \$ 150.00
Individual Activity Fee Total:	\$ 1,230.00	Barbeque Meatballs	1 @ \$ 97.20 = \$ 97.20
Exhibitor Registration Fees		Deviled Eggs	1 @ \$ 97.20 = \$ 97.20
Standard Booth	37 @ \$ 425.00 = \$ 15,725.00	Shrimp Tray	1 @ \$ 150.00 = \$ 150.00
Booth with inside display area	0 @ \$ 750.00 = \$ -	Reception & Drinks Total:	\$ 2,345.30
Full Conference - Member	15 @ \$ 250.00 = \$ 3,750.00	Banquet Meal	
Full Conference - Non Member	3 @ \$ 300.00 = \$ 900.00	Ribeye	149 @ \$ 29.70 = \$ 4,425.30
Get Acquainted Party	10 @ \$ 60.00 = \$ 600.00	Salmon	50 @ \$ 32.34 = \$ 1,617.00
Thursday - Breakfast, Lunch	19 @ \$ 60.00 = \$ 1,140.00	Veggie Meal	1 @ \$ 20.70 = \$ 20.70
Thursday - Banquet Only	18 @ \$ 75.00 = \$ 1,350.00	Dessert (New York Cheesecake)	200 @ \$ 7.80 = \$ 1,560.00
Friday - Breakfast & Lunch	7 @ \$ 60.00 = \$ 420.00	Banquet Meal Total: 200	\$ 7,623.00
Exhibitor Registration Fee Total:	\$ 23,885.00	Thursday Expense Total:	\$ 22,284.99
Sponsorship Fees:		Friday	
	2 @ \$ 300.00 = \$ 600.00	Friday Facility Expense Per Contract	\$ 75.00
		Breakfast - Friday	218 @ \$ 13.14 = \$ 2,864.52
		Break - AM	218 @ \$ 14.10 = \$ 3,073.80
		Luncheon - Friday	188 @ \$ 20.34 = \$ 3,823.92
		Friday Expense Total:	\$ 9,837.24
		Miscellaneous Expenses	
		Exhibit Table Rental Expense	36 @ \$ 25.00 = \$ 900.00
		A/V Costs	\$ 3,215.00 = \$ 3,215.00
		Room for Robert Lavigna	1 @ \$ 99.99 = \$ 99.99
		Miscellaneous Expense (Long Distance Call)	\$ 60.24 = \$ 60.24
		Wisconsin Expo Fees	38 @ \$ 33.59 = \$ 1,276.32
		Speaker Gifts	41 @ \$ 28.39 = \$ 1,164.01
		Printing & Mailing Postcards (Action Graphics)	778 @ \$ 0.71 = \$ 549.48
		Printing Evaluation Forms on color paper (DigiCOPY)	260 @ \$ 2.30 = \$ 598.00
		Point Embroidery	\$ 429.91 = \$ 429.91
		Transportation	\$ 1,475.00 = \$ 1,475.00
		Entertainment (Casino Night)	\$ 1,747.86 = \$ 1,747.86
		Door Prizes	\$ 1,415.00 = \$ 1,415.00
		Credit Card Fees	= \$ 800.00
		Return Amount (refunds)	\$ 395.00 = \$ 395.00
		Total Miscellaneous Expenses:	\$ 14,125.81
		Total Expenses:	\$ 58,935.63
		Total Conference Profit/(Loss):	Profit: \$ 7,428.90
Total Revenue:			
	\$ 67,490.00		



Appendix N1 Spring Conference Financing

**APWA
Wisconsin Chapter**

Spring Conference Financing

Year	Location	Full Regist.	Revenue	Expenses	Net
2001					
2002					
2003					
2004					
2005					
2006					
2007					
2008					
2009					
2010					
2011					
2012					
2013					
2014					
2015					
2016					
Average		0	\$0.00	\$0.00	\$0.00

Note: When updating spreadsheet be sure to change the number in the formula in the average row so that the correct average is calculated.



Appendix N2 Fall Conference Financing

**APWA
Wisconsin Chapter**

Fall Conference Financing

Year	Location	Full Regist.	Revenue	Expenses	Net
2001	Eau Claire	85	\$16,610.00	\$10,045.16	\$6,564.84
2002	Appleton				
2003	Pleasant Prairie	81	\$24,840.00	\$19,023.00	\$5,817.00
2004	Fond du Lac	125	\$32,385.00	\$26,540.00	\$5,845.00
2005	Glendale	88	\$24,170.00	\$26,229.03	(\$2,059.03)
2006	Janesville	107	\$29,285.00	\$26,880.91	\$2,404.09
2007	Stevens Point	96	\$27,700.00	\$27,255.10	\$444.90
2008	Eau Claire	100	\$26,105.00	\$18,400.31	\$7,704.69
2009	Waupaca	95	\$22,855.00	\$16,318.00	\$6,537.00
2010	Lake Geneva	101	\$36,750.00	\$36,635.00	\$115.00
2011	Wausau	107	\$27,490.00	\$25,825.24	\$1,664.76
2012	Appleton	136	\$38,535.00	\$26,479.00	\$12,056.00
2013	Elkhart Lake	157	\$38,535.00	\$31,775.00	\$6,760.00
2014	Delavan		\$42,013.00	\$44,076.31	(\$2,063.31)
2015	Green Lake				
2016	Janesville				
	Average	106.5	\$28,771.67	\$24,283.81	\$4,487.85

Note: When updating spreadsheet be sure to change the number in the formula in the average row so that the correct average is calculated.

NOTES:

