

# AGENDA

## Tuesday January 5th, 2010

You are welcome to begin your booth set-up from 2:00-5:00 p.m.

\*\* If you are displaying vehicles be prepared to bring them in the morning. \*\*  
Evening security will be provided.

## Wednesday January 6th, 2010

7:00 am-9:30 am Vendor set-up  
9:30 am Vendor meeting TBA  
10:00 am Vendor show opens  
5:00 pm Vendor show closes for the day/Evening security  
6:00 pm Reception, hors d'oeuvres, and Silent Auction  
(Donation items for the Auction gratefully appreciated.)

## Thursday January 7th, 2010

10:00 am Vendor show opens  
1:00 pm Walk-Around Lunch with Sheriffs & Attendees  
3:00 pm End of Show/vendor clean-up  
5:00 pm All booths must be packed up

### Important Dates:

November 20 <sup>th</sup> , 2009	<b>Booth Applications</b> in by this date for early bird price	Registration fees increase to <b>\$550/per booth &amp; \$500/per table</b> after this date! Hurry!
December 11 <sup>th</sup> , 2009 5:00 PM MST	Make <b>room reservations</b> by this date. Mention that you are attending the CSOC Vendor Show <b>ROOMS ARE LIMITED!</b> <b>303-510-5000</b>	In order to reserve a room at the negotiated rate, you must have your reservation made by 5:00 PM MST on this date.
December 28 <sup>th</sup> , 2009	Have <b>electricity, phone lines, Internet access, etc.</b> ordered and faxed to the <b>The Westin Westminster</b> via the <b>Exhibitor Services Request Form</b> <i>Shipping Instructions</i> also included on this form	To ensure that your booth is properly set up, all necessary services must be ordered via the <b>The Westin</b> <b>Exhibitor Services Request Form</b> on or before December 29, 2009. <b>Fax all 3 pages to: 303-410-5022</b> <b>Attn: Conference Services</b>