



MEMORANDUM

To: ALL

Subject: Registration for 34th Annual Asphalt Conference

From: Jim Warren, Executive Director

Date: July 7, 2010

We invite you to participate in the **34th Annual Asphalt Conference** scheduled for September 13-14, 2010 at the Wyndham Orlando Resort.

This year's Conference marks the 33rd year that the Asphalt Contractors Association has partnered with the Department of Transportation to host this annual event. We invite you to participate in Florida's premier Hot Mix Asphalt Industry Conference.

TRADE SHOW: There will be a trade show on Monday afternoon, September 13th, from 3:00 p.m. to 7:30 p.m. and Tuesday morning, September 14th, from 7:30 a.m. to 1:30 p.m. We are inviting companies related to the Asphalt Industry to attend and exhibit their products and services. If you would like to exhibit, please call us immediately, we have a limited number (29) of booth/spaces available.

Please bring your business cards to distribute to the Exhibitors.

HOTEL REGISTRATION: We have secured a number of rooms for September 13th & 14th at \$79/night. **You must make your own hotel reservations** by calling the Wyndham at 407-351-2420 (Mention code **0912786ASP** to reserve your room(s), Sept 13th / 14th) or go online to http://www.wyndham.com/groupevents2010/mcowd_asphalt2010/main.wnt to reserve your room(s). **Hotel registration deadline is Thursday, August 19, 2010 at 5p.m.**

REGISTRATION FEES: Your registration fee (**\$99** per person) for all attendees includes: the trade show/reception, conference registration, a buffet breakfast, and buffet lunch.

REGISTRATION PROCEDURE: Complete the registration form and submit it online. If paying by personal check or company check, please submit a copy of your registration form with your payment to the ACAF office. The Conference Registration **Deadline is Friday, August 20, 2010 at 5 p.m.** *Early registration is important this year. We expect a full house again this year so don't wait to register or you may be too late.*

CANCELLATION POLICY: A full refund of registration fees will be given if a cancellation in writing is sent to the ACAF office before August 20, 2010 at 5 p.m. If a cancellation is made between August 21, 2010 and August 27, 2010 a **\$50** fee will be withheld per registration. A cancellation made after August 27, 2010 will not receive a refund, but substitutions will be allowed. We must provide guarantees to the hotel.

SCHEDULE OF ACTIVITIES: *(Tentative Schedule)*

▪ **Monday, September 13, 2010**

12:00 Noon to 3:00 p.m. - Trade Show Setup

3:00 p.m. to 7:00 p.m. - Trade Show

5:30 p.m. to 7:30 p.m. - Reception in Trade Show Area

▪ **Tuesday, September 14, 2010**

7:30 a.m. to 8:30 a.m. - Buffet Breakfast

8:00 a.m. to 9:45 a.m. - Trade Show (during meals and breaks)

10:00 a.m. to 4:30 p.m. - Asphalt Conference

12:00 Noon to 1:00 p.m. - Buffet lunch (Trade Show Open)

Please call if you have any additional questions or need more information.

Asphalt Contractors Association of Florida, Inc.
1007 E. DeSoto Park Drive, Suite 201
Tallahassee, FL 32301
Phone: 850-222-7300 Fax: 850-942-5632
Email: acaf@nettally.com
Website: www.FloridaRidesOnUs.org

Asphalt – the Smooth Ride