

**12<sup>th</sup> Annual Spring Conference**  
**Presented by the Lyon County Sheriff's Office**  
**April 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>, 2017**  
**Lyon County Fairgrounds, Anderson Building**  
**2650 West Highway 50, Emporia, Kansas**

Vendor Information

Thank you for your consideration in the 2017 Spring Conference. We look forward to this year's training and the opportunity to bring in vendors for agencies from across the State of Kansas.

There is no cost for being a vendor at the Spring Conference; however, we do ask that each vendor be willing to bring a few door prizes or a donation to assist in the lunches served for all conference attendees.

We ask that vendors be present as many days as possible but understand if there are conflicts.

Meals will be supplied to vendors the same as all conference attendees.

Setup times:

Monday April 3<sup>rd</sup> – 1pm to 5pm

Tuesday April 4<sup>th</sup> – 7:30am

Wednesday April 5<sup>th</sup> – 7:30am

Thursday April 6<sup>th</sup> – 7:30am

Teardown times:

Thursday April 6<sup>th</sup> – 5pm

Contact:

Your contact for the conference will be Detective Sergeant Jacob Welsh. Contact him at 620-341-3354 or [jwelsh@lyoncounty.org](mailto:jwelsh@lyoncounty.org). Please complete page 2 of vendor information and return to Det. Sgt. Welsh.

Suggested Setup:

- Each vendor will be given 1 six-foot table along with up to 2 chairs.
- The tables will be set up on the north side of the Anderson building where the conference attendees will be eating and mingling.
- Power is available for each table.
- The conference typically draws around 150 attendees. Please be prepared with information and/or handouts for these attendees.

## Vendor Information

Please Return to Det. Sgt. Welsh at [jwelsh@lyoncounty.org](mailto:jwelsh@lyoncounty.org) or by fax at 620-343-2074.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Representative/s: \_\_\_\_\_

Contact Info (PHONE and Email): \_\_\_\_\_

Door/Raffle prizes:  Yes  No

Donation for meals:  Yes  No If yes, how much: \_\_\_\_\_  
(Keep in mind meals are around \$10 per attendee per day)

Power for your booth:  Yes  No

# of chairs requested: \_\_\_\_\_ (up to 2 chairs per booth)

I plan to be there:

- (Monday afternoon set-up only)
- Tuesday
- Tuesday evening (Sheriff's BBQ)
- Wednesday
- Thursday

Additional Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FRONT WHERE SPEAKER WILL BE LOCATED (SOUTH) **Drawing set up for 168 attending; make necessary adjustments.**

Directly inside the main entrance (WEST) will need two tables for sign-in  
Additional tables along the South by partition (see diagram) for thank you information and vendors.  
North side of partition set up with tables and chairs for eating and tables for serving food.

Speaker Table

