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February 10, 2003

To Our Business Partners,

On behalf of Reed College and your host committee, I would like to extend an invitation for you to participate in the 52nd PCAPPA Annual Meeting and Educational Conference to be held in Portland, Oregon, September 27 through October 1, 2003. Some of you have been long term supporters of APPA and PCAPPA and we look forward to seeing you again this year. Others have enjoyed long term associations with one or more participating institutions. We welcome new associations.

The annual conference provides a unique opportunity for you to meet key facilities officers from higher educational institutions from our pacific coast (PC) region, including: Alaska, American Samoa, California, Guam, Hawaii, British Columbia, Hawaii, Idaho, Nevada, Oregon, Washington, and Yukon Territory. PCAPPA includes over 550 members and 150-200 regularly attend our annual meeting each year.

PCAPPA depends on your support for the success of this annual event. There are several ways to participate: by making a presentation, registering a booth to introduce your products and services, or sponsoring one of the many events we have planned for this session. Business partners may also register to attend the educational sessions. APPA/PCAPPA is the most established professional organization available to higher education facilities officers in this region.

Founded in 1914, APPA: The Association of Higher Education Facilities Officers is the oldest not-for-profit organization dedicated to the maintenance, protection, and promotion of quality educational facilities to enhance the education of today's students. The more than 4,500 APPA members represent learning institutions from across the United States and Canada and around the world.

PCAPPA members are vice presidents for facilities, directors of physical plant, associate directors, facilities managers, and managers for a variety of specific facilities operations. Universities and colleges comprise the largest segment of membership.

Preparations are underway for PCAPPA Portland 2003 and the host committee is planning an exceptional event. Portland is a great place to be in late September and if you haven't been here before, you are going to find this to be one of America's most beautiful cities. I thank you for your support and look forward to meeting you here.

Sincerely,

Townsend Angell
Vice President Annual Meeting

2003 PCAPPA Conference Sponsorship Application

Company Name: _____
 Address: _____

 Representative(s): _____
 Title: _____
 Phone No: _____ Fax No: _____
 Email: _____



Indicate your sponsorship by checking the box on the right. Opportunities will be reserved in the order received.

| | | |
|--|------------|--------------------------|
| Reserve a space for an exhibit booth – 35 tables available Sunday through Tuesday | \$1,500.00 | <input type="checkbox"/> |
| Register for the conference and participate in conference activities | \$300.00 | <input type="checkbox"/> |
| Sponsor a tee at the golf tournament | \$500.00 | <input type="checkbox"/> |
| Conference t-shirts | \$2,500.00 | <input type="checkbox"/> |
| Conference bags | \$2,500.00 | <input type="checkbox"/> |
| Sponsor the PCAPPA 52 nd Annual Meeting and Educational Conference web site | \$2,000.00 | <input type="checkbox"/> |

| Sponsorship Opportunity | Sponsorship Amount | |
|-------------------------------------|--------------------|--------------------------|
| Saturday 9/27 | | |
| Portland Spirit River Cruise | \$3,000.00 | <input type="checkbox"/> |
| Dinner | \$3,000.00 | <input type="checkbox"/> |
| Cruise Beverages | \$2,000.00 | <input type="checkbox"/> |
| Sunday 9/28 | | |
| Continental Breakfast | \$1,500.00 | <input type="checkbox"/> |
| Welcome to Portland Reception | \$7,000.00 | <input type="checkbox"/> |
| Reception Beverages | \$3,000.00 | <input type="checkbox"/> |
| Live Entertainment | \$1,500.00 | <input type="checkbox"/> |
| Monday 9/29 | | |
| Buffer Breakfast | \$3,000.00 | <input type="checkbox"/> |
| Morning Break | \$1,000.00 | <input type="checkbox"/> |
| Lunch | \$4,000.00 | <input type="checkbox"/> |
| Afternoon Break | \$1,000.00 | <input type="checkbox"/> |
| Tuesday 9/30 | | |
| Buffer Breakfast | \$3,000.00 | <input type="checkbox"/> |
| Morning Break | \$1,000.00 | <input type="checkbox"/> |
| Lunch | \$4,000.00 | <input type="checkbox"/> |
| Afternoon Break | \$1,000.00 | <input type="checkbox"/> |
| PCAPPA Awards Banquet | \$7,000.00 | <input type="checkbox"/> |
| Awards Banquet Beverages | \$3,000.00 | <input type="checkbox"/> |
| Live Entertainment | \$2,000.00 | <input type="checkbox"/> |
| Wednesday 10/1 | | |
| Continental Breakfast | \$1,000.00 | <input type="checkbox"/> |
| Golf Luncheon | \$1,500.00 | <input type="checkbox"/> |



Activities & Events Schedule

| | SATURDAY Sept 27 | SUNDAY Sept 28 | MONDAY Sept 29 | TUESDAY Sept 30 | WEDNESDAY Oct 1 |
|----------|---------------------------|---|--|--|---------------------------------|
| 7:00 am | | | | | |
| 8:00 am | | | Opening General Session Breakfast Buffet | Opening General Session Breakfast Buffet | Continental Breakfast 6-9 am |
| 9:00 am | | Continental Breakfast | | | |
| 10:00 am | | | ED Session | ED Session | Golf |
| 11:00 am | | Registration (Lower Lobby) | Break | Break | |
| 12:00 pm | | INFO | Registration (Lower Lobby) | Information (Lower Lobby) | |
| 1:00 pm | Conference Committee | PCAPPA Board Meeting | Exhibits Open w/lunch | Exhibits Open w/lunch | |
| 2:00 pm | | Reed Campus Tour Ice Cream Social | Chinese Garden & Powell's City of Books | Japanese Garden & Pittock Mansion | |
| 3:00 pm | Registration (Main Lobby) | | ED Session | ED Session | |
| 4:00 pm | | | Break/Buffer | Break/Raffle | |
| 5:00 pm | | | ED Session | ED Session | |
| 6:00 pm | | | | | |
| 7:00 pm | Dinner Cruise | Welcome to Portland Reception Food and Music | BP Hospitality | PCAPPA Awards Banquet | |
| 8:00 pm | | | | | |
| 9:00 pm | | | | | |
| 10:00 pm | | | | | |

San Diego State University
Proudly Presents

"TECHNOLOGY 2003"

SAN DIEGO MISSION VALLEY MARRIOTT HOTEL

JUNE 5-7, 2003



Dear Colleague:

I'd like to take a moment of your time to invite you to join other facility management professionals **June 5-7, 2003** in San Diego for a unique educational opportunity we call **TECHNOLOGY 2003**. With the support of APPA and our business partners, this is the 6th year that San Diego State University will host this program. If you have joined us before, or if this will be your first visit, I am sure you will find this program of great value and an excellent educational and networking opportunity. Last year we hosted over 120 of your colleagues from over 20 institutions in 4 western states and Canada. Those attending last year's conference were treated to many excellent presentations on tools and technology that assist them in meeting their daily challenges.

This year's conference features sessions designed to help your organization address the budget crisis that now faces many colleges and universities. We'll present the technology *and the techniques* that will help your organization streamline operations, including **Indirect Cost Recovery, Automated Data Collection Best Practices, Using Technology to Control Utility Costs**, and many more. This year's program will accommodate both Physical Plant personnel and Finance & Administration personnel, and every attendee, from first-line supervisors to executive vice presidents, will find something to suit their interests.

The TECHNOLOGY 2003 hotel will be the **Mission Valley Marriott**. Please contact the hotel directly to make reservations at (800) 228-9290. A block of rooms at the rate of \$122.00/night is reserved until May 2, 2003. On Saturday, June 7th, we're hosting a Golf Outing at the **Riverwalk Golf Club**. The fee for the Golf Outing is \$60.00, and includes green fees, cart, and lunch.

Attached is a full-page sign up form that you can fax back to us at (619) 594-1706. The Conference Registration Fee is \$149.00. As an added incentive to register early, if you register before May 2, 2003, you will be eligible to win a new Palm[®] Zire™ handheld organizer to be raffled-off during the conference. Thank you for your time, and we look forward to seeing you in San Diego!

Sincerely,

A handwritten signature in black ink that reads "SCOTT BURNS". The signature is written in a cursive, slightly slanted style.

Scott Burns
Physical Plant Director

