



Montana Electric Cooperatives' Association

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Officer

MEMORANDUM

TO: Vendors & Suppliers
MECA Operations Conference

FROM: Lea Potoczny, Montana Electric Cooperatives' Association

SUBJECT: 2018 MECA Operations Conference
Conference Registration and Hotel Information

DATE: May 21, 2018

The 2018 MECA Operations Conference will be held September 10-13, 2018 in Great Falls at the Best Western Heritage Inn.

Enclosed you will find a **Presentation Request Form (June 29, 2018 deadline)** as well as a **Vendor Registration Form (August 10, 2018 deadline)**.

As always, if you would like to donate a door prize or sponsor a meal or break, it would be very much appreciated and you can indicate it on the **Vendor Registration Form**.

As in the past, attendees are charged based on the type of MECA Membership. MECA's Affiliate Members receive a \$75 discount on their display space and a \$50 per person discount for each attendee. All affiliate memberships from the prior year will expire on June 30, 2018, so if you would like to renew your affiliate membership, or start a membership, please fill out the enclosed Affiliate Membership Form and enclose it with your registration form.

Please note: outside display space is available but limited and dependent on weather conditions. If you need outside display spaces please indicate that on the **Vendor Registration Form** as well.

As you may know, display space fills up very quickly so I urge you to return your registration form as soon as possible but no later than **August 10, 2018**. **A \$50 late fee will be assessed to all registrations received after this deadline, given availability.**

Note the cancellation policy: NO REFUNDS WILL BE GIVEN AFTER AUGUST 10, 2018.

A block of rooms has been reserved at the Best Western Heritage Inn. Please make your reservations *as soon as possible* by contacting the hotel at **(406)761-1900**. Be sure to mention you are with the Montana Electric Cooperatives' Association (MECA) Operations Conference to receive the group rate of \$96.00 + tax per night. The cut-off date to receive the special group rate is **Friday, August 17, 2018**.

Should you have any questions or concerns, feel free to contact me anytime at (406) 761-8333 or meca@mtco-ops.com. I look forward to seeing you in Great Falls in September!

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