

December 1, 2009

RE: 60<sup>th</sup> Annual NDACE Institute

Dear Members and Friends of NDACE:

The 60<sup>th</sup> Annual North Dakota Association of County Engineers Institute is scheduled for February 3 through February 5<sup>th</sup> 2010. The convention will be held at the Best Western Ramkota Hotel, located at 800 South 3<sup>rd</sup> Street, Bismarck ND. A block of rooms have been reserved. Reservations can be made by calling the Best Western Ramkota Hotel at 701-258-7700. Please let them know that you are a part of the NDACE convention. The Best Western Ramkota Hotel is honoring the State rate of \$63.00 plus tax for a single room and a double rate of \$79.00 plus tax upon request. **Rooms will be held until January 13, 2010 at the above rates.**

I have enclosed a tentative agenda. The final agenda will be included in your packet at the conference registration desk and will be updated on our website. The Member Registration form is enclosed to be completed and returned. If you plan to set up a vendor booth, a Registration and Vendor form is enclosed to be completed and returned.

Membership dues remain at \$125.00 which includes the \$120.00 National membership fees. We are encouraging those who are Associate or Sustaining Members or any other individuals to become a Full Member of the Association to achieve our %100 affiliation goal. Please complete the application for Membership Form to become a Full Member status. Please give me a call if you need additional forms or applications.

You will notice some changes to the format of the conference this year. There will be more designated time with the Vendors on the 4<sup>th</sup> and no Vendors on the 5<sup>th</sup>. This change was made in response to requests from the Vendors.

This year there instead of a Spouse/Guest tour we will be providing a free banquet ticket to all Spouses and Guests. Spouses and Guests are also encouraged to join the Association Members for lunch on Thursday. We encourage attendees to bring their Spouse/ Guest.

If you are a vendor and interested in setting up a display at the Institute, we have space available. We welcome the opportunity to discuss products, new and old on a one to one basis with suppliers.

We will be giving four scholarships this year during our banquet on Thursday evening. We continue to seek additional pledges for our Scholarship fund.

Please return the Institute Registration Form and payment to the address listed below. Your prompt response is greatly appreciated. If you have any questions, please call me at 701-845-8508, or check out our website at [www.ndace.org](http://www.ndace.org). We are looking forward to a great conference and seeing you in Bismarck.

Sincerely,  
NORTH DAKOTA ASSOCIATION OF COUNTY ENGINEERS

Kerry Johnson  
NDACE Secretary/Treasurer  
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