



**Society of American Indian Government Employees 15th Annual National Training Program  
"Sovereignty, Trust and Resilience"**

June 11-14, 2018

Oneida Radisson Hotel and Conference Center

Green Bay, WI 54313

Exhibitor Information

***Greetings SAIGE Exhibitor:***

We welcome your participation in our 15th Annual National Training Program being held at the Radisson Hotel & Conference Center outside of Green Bay, WI. Here is information to help you have a successful experience at our event.

***Exhibit Fees:***

- Government Agencies and Private Companies - One table, two chairs - \$1000
- 501-c-3 Non-Profit Organizations – *contact Philip Hamel for information*

No less than two weeks prior to the event we will send you the Exhibit Hall layout and map of the hotel. It is important that you **register no later than May 24, 2018, as there will be no on-site registrations for exhibits.**

***Two methods of payment are available:***

Access our secure online registration system at <https://www.eiseverywhere.com/saige2018> to pay by credit or by debit card. Please contact me, **Philip Hamel**, at [Phil.Hamel@SAIGE.org](mailto:Phil.Hamel@SAIGE.org) and *I will provide you with the password needed for you to register.*

If you want to be invoiced, please contact the SAIGE Treasurer, Sue Morris at [smorris@saige.org](mailto:smorris@saige.org) or by phone at 918-637-7038. After you make your payment arrangements, you will still need to register online at <https://www.eiseverywhere.com/saige2018>. This is to ensure we have your credentials ready when you check in at the Exhibits registration table on Monday. *She will provide you with the needed password information to register* when you arrange payment with her. Ms. Morris can also register you as an Exhibitor when you speak with her if you prefer that to registering yourself online.

***Setup for Exhibitors is on Monday, June 11 from 8:30 am-12:00 pm. Take down is Thursday, June 14, between 4:00 and 5:00 pm.***

Hours of the Exhibit Hall are 7:30 a.m. to 5:00 p.m. Tuesday through Thursday of that week. If you need power to your booth, additional lighting, computer or phone lines, please contact me directly for arrangements. If there is a cost for additional items it will be at your own expense and are to be paid to the hotel.

Please ***make your hotel reservations early*** as we have a limited number of sleeping rooms in our block. Please make your own room reservations by calling the hotel at 800-333-333 using the group code "SAIGE". Be sure to mention **SAIGE** to ensure you receive the government per diem rate of \$93 per night. Or you may make your reservation on their website <https://www.radisson.com/saige>. **The cutoff date for hotel reservations is May 18, 2018.** There is a shuttle service to and from the GRB airport to the hotel; look for the phone near baggage claim. Please see the Transportation Section on the Registration site for more details. The Radisson is less than a mile from the airport, across the highway.

Thank you for your support of SAIGE. We look forward to seeing you in Green Bay in June. Please feel free to contact me with any questions.

Sincerely,

Philip J. Hamel

518-897-4155

SAIGE Secretary; Exhibits Coordinator