

October 1, 2011

To: INAFFE Fair, Festival & Event President and Secretary

From: Steve Patterson, INAFFE Director of Administration



Find enclosed the 2012 Membership form and important convention material for the event to be held January 6-8, 2012 at the Marriott East Hotel in Indianapolis, Indiana.

If you are no longer an officer of your organization we ask that you please forward this information to the current officers so that we are sure that your organization is represented in 2012.

**Membership Form:** Please be sure to complete the membership form and **submit by December 1, 2011** to avoid late fees. If you would like to provide a listing of your board members with their e-mail address it would be great so that we can include them in communications from the association. Information listed is critical since it will be included in the membership brochure. **In 2012 we will have the document printed and available at the convention so it is imperative that your material is submitted by the Dec. 1, 2011 deadline.**

**Convention Reservation Form:** Please be sure to print the material so it is legible when preparing name tags. Name tags will be distributed at the registration desk during the convention. If someone collects all badges we will document that information so that we can provide that information to your delegation. Be sure that you have the designated person pick up the meal tickets that you order.

The meals for Saturday lunch will be either roast turkey breast with dressing, meatloaf or pasta. Be sure to indicate on the registration form the number of each meal that you desire. Once again the association will be providing a hot lunch that costs more than the \$17 that you are being charged. Indiana Farm Bureau Insurance and Incorporated will be sponsoring the luncheon again this year.

**Hotel Reservation Form:** The INAFFE will assist with the hotel room assignments. We would encourage you to complete the enclosed form and submit it by Dec. 1 to ensure that you receive the room rates that we have locked in with the hotel since after the 1<sup>st</sup> of December the rates could increase.

**Schedule of Activities:** The 2012 convention schedule is being finalized. You can be assured that outstanding education sessions will be offered, approximately 80 trade fair booths for your review during Friday and Saturday, great entertainment during the nightly showcases and plenty of time to network with your fellow comrades that support the fairs and festivals throughout Indiana.

**Silent Auction and Door Prizes:** Be sure to bring those items again – it is an event that people enjoy. Silent auction proceeds of \$1,000 will go to the Indiana FFA Foundation and the balance will go to the association to assist with operational fees.

**Hall of Fame / Communication Awards:** Be sure to have your event represented. Material in regards to the contests can be located on the website at <http://www.indianafairsandfestivals.org/awards.php>.

Visit [www.indianafairsandfestivals.org](http://www.indianafairsandfestivals.org) for updates on the convention. Be sure to look for the upcoming newsletters which will have the schedule included and finally be expecting some e-mails as to some great information.

If you have any questions in regards to this material e-mail [admin@indianafairsandfestivals.org](mailto:admin@indianafairsandfestivals.org) or call Steve Patterson at 317-398-4323.