



**Department of General Services
Procurement Division**

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Broadcast Date: March 9, 2011

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business Advocates
Caltrans Small Business Liaisons**

**RE: Invitation to Exhibit at the Metro Expo Collaboration Conference on May 19,
2011**

You are invited to exhibit at the Metro Expo 2011 Collaboration Conference. This conference is one of five collaboration conferences mandated by the Governor's Executive Order S-02-06.

Booths are limited and will be reserved on a first come first served basis. Please register ASAP to ensure your agency receives a booth at no cost. Registration is limited to two persons per agency.

Note: Each person attending as an exhibitor must register. Please register by or before April 15, 2011.

When: May 19, 2011
Set-up Time: 10 am – 12:00 pm
Opening Ceremony: 12:30 pm – 1:00 pm
Exhibit Time: 1:00 pm – 5:00 pm

Where: Sacramento Convention Center - Third Floor
1300 J Street
Sacramento

Booth Cost: **Free!!**

Exhibit space includes 10'x10' booth space, 8' draped table, ID sign, two chairs, one wastebasket, two exhibitor badges, listing on Web site and onsite program, and complimentary admission tickets.

To register as an exhibitor please click the following link:

[REGISTRATION](#)

The Metro Expo 2011 Conference Website:

<http://metrochamber.org/expo>

If you have any questions regarding this notification, please contact:

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