



June 22, 2009

Dear Potential Exhibitor or Sponsor:

The Landfill Methane Outreach Program (LMOP) is writing you to announce exhibit and sponsorship opportunities at our **13<sup>th</sup> Annual LMOP Conference and Project Expo**, January 11-13, 2010, in Baltimore, MD. The conference will take place at Hilton Hotel in Baltimore's Inner Harbor. This year we anticipate over 500 attendees, from throughout the U.S. and internationally.

This letter outlines options and opportunities for sponsorship and exhibits, and provides important logistical information.

### **Sponsorship Opportunities**

Due to government regulations, we are unable to use contract funds to cover the costs of food and beverage served at a conference. We rely on the generosity of our sponsors to make the Annual LMOP Conference one of the most anticipated events of the year! Our generous sponsors allow us to keep our registration fee affordable to all and still provide attendees with top of the line food and beverage, not to mention some fantastic receptions! All funds provided by our sponsors will be used to offset the costs of refreshments during the conference, which cannot be covered with government funds. **Sponsors will enjoy a host of benefits**, including: increased exposure among the conference attendees and recognition in the conference materials. LMOP will list sponsors in the conference proceedings, the agenda, and will post signs at the conference acknowledging sponsors' generous donations. Signs will include single color graphics (*i.e.*, logos) if they are provided electronically in advance.

There are two ways to sponsor the LMOP Conference and Project Expo:

- Option One: Provide sponsorship at a certain level.
- Option Two: Be a primary sponsor of a specific conference function.

These options are outlined in detail on the attached *Sponsorship Opportunities* form.

### **Exhibit Opportunities**

With over 500 attendees from throughout the US and the world, the LMOP Conference is a prime opportunity for you to get your message out! There are a limited number of exhibit spaces available **free of charge**. Exhibitors will receive a 10' X 10' booth space on a first-come first-served basis. All exhibitors will be listed in the conference proceedings document.

Exhibit set-up will be on Monday, January 11, from 1:00–5:00 PM. There will be a reception held in the exhibit hall on Monday evening, as well as a second reception on Tuesday (location and details based on sponsorship). Both continental breakfasts and all breaks will be served in the exhibit hall. Exhibits can be broken down on Wednesday afternoon from 3:00 PM – 6:00 PM. This schedule is tentative and subject to change. The attached *Exhibit Opportunities* form provides more information.

If you are interested in any of these sponsorship or exhibiting opportunities please fill out the enclosed forms and fax them to LMOP's contractor, Eastern Research Group, Inc. (ERG), at 781-674-2906 (fax) or email them to [meetings@erg.com](mailto:meetings@erg.com). A conference planner from ERG will call you within a few days to coordinate your sponsorship options and/or mail an exhibit packet. If you have any questions please feel free to contact ERG at 781-674-7272 (phone), or via e-mail: [meetings@erg.com](mailto:meetings@erg.com).

Thank you for your interest in exhibiting and sponsoring the LMOP Conference and Project Expo. I look forward to seeing you in January in Baltimore!

Sincerely,

Rachel Goldstein  
LMOP Conference Organizer, U.S. EPA



# 13<sup>th</sup> ANNUAL LMOP CONFERENCE AND PROJECT EXPO SPONSORSHIP OPPORTUNITIES

## There are two ways to sponsor the LMOP Conference and Project Expo

**Option One:** Provide sponsorship at a certain level; funds will be used to offset the costs of breaks or meals. Choose from the following sponsorship levels:

- |  |                   |                |
|--|-------------------|----------------|
|  | LMOP Capitol Club | \$5,000 and up |
|--|-------------------|----------------|

Sponsors at this level will be listed in the proceedings and on the LMOP Web site, two signs acknowledging their sponsorship will be displayed, and sponsors will receive an electronic version of the attendee list.
- |  |               |                |
|--|---------------|----------------|
|  | LMOP Platinum | \$3,000 and up |
|--|---------------|----------------|

Sponsors at this level will be listed in the proceedings and on the LMOP Web site, two signs acknowledging their sponsorship will be displayed.
- |  |            |                |
|--|------------|----------------|
|  | LMOP Gold: | \$1,000 and up |
|--|------------|----------------|

Sponsors at this level will be listed in the proceedings and a sign acknowledging their sponsorship will be displayed.
- |  |   |  |
|--|---|--|
|  | LMOP Friend: Please write in any amount | \$ <input style="width: 80px; height: 20px;" type="text"/> |
|--|---|--|

Sponsors will be listed in the proceedings and may receive additional acknowledgment of their sponsorship.

**Option Two:** Be a primary sponsor for a particular reception, breakfast or lunch. There are a variety of options available, please see the reverse of this form for information. Opportunities to be a primary sponsor for a specific function are limited and will be allotted on a first come, first assigned basis. If your first option is not available, ERG will contact you to discuss other available options.

- Yes, I would like to be a primary sponsor and I have indicated my preference in the box.

Please fill out the following contact information; this will be used to coordinate your sponsorship options. Please fax this completed form to 781-674-2906.

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## Option Two: Primary Sponsorship of a Specific Event

The following is a list of available group functions that are planned for the LMOP Conference and Project Expo and the costs associated with being a primary sponsor of the event.

### Reception in the Exhibit Hall

Anticipated Menu:

Antipasto Display

Deluxe Hors d'Oeuvres

Carved Turkey Breast

Carved Roasted Top Round of Beef

Penne Pasta Station

**Sponsorship Costs: \$8,500**

### Continental Breakfast

Assorted Fruit Juices

A Selection of Seasonal Cubed & Whole Fruits

Assorted Bagels with Cream Cheese

Fresh Bakery Selection to Include Muffins and Coffee Cakes

Freshly Brewed Regular & Decaffeinated Coffees, Variety of Traditional & Herbal Teas

**Sponsorship Costs: \$3,500 per day, two days available**

### Plated Lunch

Salad

Entrée

Chef's choice vegetable and starch

Dessert

Regular & Diet Soft Drinks, Bottles of Flavored Iced Tea, Chilled Sparkling & Still Mineral Waters

Freshly Brewed Regular & Decaffeinated Coffees, Variety of Traditional & Herbal Teas

**Sponsorship Costs: \$5,000, two days available**

### Afternoon Break

Assorted ice cream bars and sandwiches

Fruit bars, brownies, and blondies

Regular & Diet Soft Drinks, Freshly Brewed Regular & Decaffeinated Coffees, Variety of Traditional & Herbal Teas

**Sponsorship Costs: \$2,500, two days available**

### **Special Offsite Event! (joint sponsorships available)**

Details to be coordinated with the sponsors, past events have included a reception at the National Aquarium and a Harbor Cruise.

*PLEASE NOTE: All menus are tentative and can be adjusted to fit sponsors' requests, please contact ERG at 781-674-7272 for additional information.*

## 13<sup>th</sup> ANNUAL LMOP CONFERENCE AND PROJECT EXPO EXHIBIT OPPORTUNITIES

If you are interested in exhibiting at the 13<sup>th</sup> Annual LMOP Conference and Project Expo please complete this form and fax it to ERG at 781-674-2906. A space will be held for you and a complete exhibitor's packet will be mailed as soon as they are available.

**Please note exhibit space fills up VERY quickly and it is on a first-come, first-served basis, please return this form as soon as possible to avoid disappointment!**

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Each exhibitor will be allotted **ONE** 10' x 10' space. Exhibit space is free of charge and available on a limited, first-come, first-served basis.

Please note that exhibitors are responsible for the rental costs of all furnishings, electricity, and equipment for their booth, including table and chairs, a list of rental fees will be included in the exhibitors' packet.

**ALL** exhibitor personnel must register for the conference and pay the \$275 meals fee (\$300 if registered after December 11<sup>th</sup>.)