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Hi **[Your Boss' Name]**,

I'm interested in attending the 2020 CONEXPO-CON/AGG trade show from March 10-14 in Las Vegas and would like your approval.

Hosted every three years, CONEXPO-CON/AGG is North America's largest construction trade show representing asphalt, aggregates, concrete, earthmoving, lifting, mining, utilities and more. No other show connects attendees from every major construction sector. The event features exhibits of the latest technologies and innovations in equipment, products and services plus extensive industry-targeted education.

The show is a must-attend event, attracting the hottest names in iron and technology. Previous attendees have improved their company's bottom line by discovering new innovations, connecting with industry leaders and networking for new deal opportunities.

CONEXPO-CON/AGG 2020 will feature:

- Productivity-boosting offerings from 2.8K exhibitors.
- 150 educational sessions highlighting industry best practices.
  - I am most interested in the sessions about **[Select topic(s) from the following and delete ones that don't apply]** aggregates, asphalt, concrete, cranes, rigging, aerial lifts, earthmoving & site development, equipment management & maintenance, business best practices, attract, engage & retain talent, safety and technology solutions.
- Networking opportunities with global attendees from 150 countries.
- 2.5M square feet of exhibition space showing the latest products, demos and more.
- The opportunity to earn professional development hours (PDH).

- Insightful “Tech Talks” from respected speakers on trends changing the future of the construction industry.

A CONEXPO-CON/AGG [**General Badge, All Access Pass, All Access Pass Plus**] will include:  
**[remove those which don't apply]:**

**Show Admission**

**Show/Hotel Shuttle**

**Three Day Monorail Pass**

**Full Education Conference Pass**

**USB Recording of Educational Sessions** to bring lessons learned back to share with other team members

**Networking** opportunities to develop meaningful and lasting relationships

**Exciting Exhibitions** that attract people from all over the world

CONEXPO-CON/AGG will help our company learn new ways to stay cutting edge, beat out the competition, improve safety and foresee potential areas of growth. Not only will attending this show help me develop professionally, it will add value for the whole team as I will be able to share lessons learned and useful best practices.

Here's approximately how much it will cost for me to attend:

Event Registration:

Airfare / Travel:

Meals:

Hotel:

**Total:**

If I register now, I can save the company money off the standard rate and will be able to secure the best available hotel prices.

Thank you for considering my request. I look forward to discussing CONEXPO-CON/AGG with you further.

Sincerely,

**[Sign Here]**

**[Type Name Here]**

**[Insert Title Here]**