



Dear NRC Supporter:

On June 8, 2013 the Neighborhood Resource Center will host the 24th Annual Neighborhood Conference at the Laurel Heights United Methodist Church located at 227 W Woodlawn Ave, 78212. During this conference over 200 neighborhood leaders, local government officials, and other eager neighborhoods will attend informational workshops and have the opportunity to visit your exhibition tables. Conference tables are available for only \$100 for businesses and \$50 for nonprofit organizations. As an exhibitor at the Annual Neighborhood Conference your organization will have access to wide array of very influential San Antonio individuals and will be able to generate partnerships that will last for years to come.

Enclosed for your convenience you will find an Exhibitor Packet which includes: request form, fact sheet, and conference map. If you would like to be an exhibitor at this unique annual event please remit your request form and payment to the Neighborhood Resource Center, P.O. Box 120246, San Antonio, Texas 78212-9446. We must receive your payment **no later than Friday, May 10, 2013,** to process your request and assign a table.

If you have any questions, please feel free to call me at (210) 735-0586 or email us at nrcsa@swbell.net. Thank you for your support of the Neighborhood Resource Center and the 24th Annual Neighborhood Conference.

Sincerely,

Natalie Biggers
NRC Vendor Coordinator

P.O. Box 120246 * San Antonio, TX 78212-9446 * (210) 735-0586



Company Name: _____

Contact: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Ext: _____ Fax #: _____

E-mail: _____ Website: _____

Brief description for program:

*All information above will be printed in the conference program. The Neighborhood Resource Center reserves the right to edit submitted information for space consideration. Please indicate any restricted information that should **NOT** be included in the conference program.*

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW AND TOTAL YOUR AMOUNT.

Table Location Preference	Table Rates
First Choice: _____	[] \$100 business rate (1 table and 1 chair)
Second Choice: _____	[] \$ 50 non-profit rate (1 table and 1 chair)
Third Choice: _____	**Non-profits must include copy of 501c3 form
Conference Program Ad: All advertisement submissions must be in business card size, camera ready and will be reproduced in black & white only. Placement of the advertisement will be the sole responsibility of the NRC.	Ad Rates [] \$100 business card size ad (no vendor table) [] \$50 business card size with purchase of vendor table

Please submit your completed Exhibitor Request Form with payment to **Neighborhood Resource Center, P.O. Box 120246, San Antonio, Texas 78212-9446 no later than May 10, 2013.** PLEASE NOTE: Your request and table assignment will not be processed until full payment has been received.

Exhibitor Signature: _____ Date: _____

☐ **Yes, I want to make a donation for a door prize or the conference goody bag. Contact me later.**

For Office Use Only:

Date of request: _____ Date of payment: _____ Check #/Amt: _____

Table location: _____ Date confirmation sent: _____ Date Ad received: _____



**Neighborhood Resource Center
24th Annual Neighborhood Conference
Exhibitor Fact Sheet**

Date: Saturday, June 8, 2013

Set-up Time: Saturday, June 8, 2013 from 7:00 a.m. – 8:00 a.m. Check-in at the Registration Area.

Breakdown Time: After 1:30 p.m. (preferred) and before 2:00 p.m.

Unloading & Loading Entrance: (See enclosed map)

What is included in the exhibitors' fee?

The Exhibitor's fee includes 6-foot table (skirting not included), two chairs per your request form, and one listing in the conference program. Additional advertisement can be placed in conference program for an additional fee. **Lunch will also be reserved for up to 2 individuals indicated on Exhibitor Table Request form. Additional lunches will be \$10 each.**

How will exhibitor tables be assigned?

Table locations are assigned on a first come, first served basis. To ensure you receive your preferred table location, please submit your request and payment **no later than May 10, 2013** to the Neighborhood Resource Center, P.O. Box 120246, San Antonio, Texas 78212. Your request and table assignment will not be processed until full payment has been received.

Will supplies or electrical outlets be available?

No supplies, copy machines, dollies, are available at the conference. Electrical outlets are limited and will be assigned based on those who request outlets and register first. A "troubleshooter" volunteer will be available to assist with questions or problems that may occur.

What can we provide at our Exhibitor tables to conference participants?

Information handouts and giveaways are encouraged at exhibitor table.

When are the anticipated best times for exhibit area traffic?

22 tables are located in the main exhibitor area, an additional 6 are available in the General Session area. Several breaks are scheduled between events to facilitate traffic. Best times will be during registration and between workshop events.

Who is the target audience for the conference?

The target audience for this conference will be community minded neighborhood leaders and that are currently active or are becoming active in neighborhood issues.

P.O. Box 120246 * San Antonio, TX 78212-9446 * (210) 735-0586

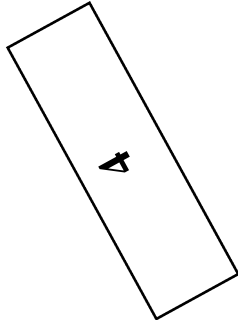
NEIGHBORHOOD RESOURCE CENTER

24th ANNUAL NEIGHBORHOOD CONFERENCE

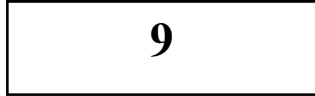
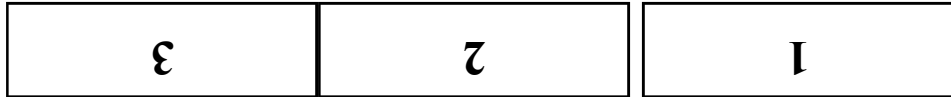
Laurel Heights United Methodist Church

227 W. Woodlawn at Belknap

To Stairs



To
Elevator
&
Restrooms



There are six additional exhibitor tables available in the General Session area. Please request table #23-28 if you wish to be placed in that area.



Coffee Bar



Registration

To Plenary
&
Up To Workshops