



Dear NRC Supporter,

On Saturday, June 6, 2015 the Neighborhood Resource Center will host the 26th 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 exhibitor table.

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 Thursday, April 30, 2015 to process your request and assign a table.

If you have any questions, please feel free to call me at (210) 710-5319 or send us an email to nrcsa@swbell.net. Thank you for your support of the Neighborhood Resource Center and the 26th Annual Neighborhood Conference.

Sincerely,

Susan Schopp
NRC Board Chair



Company Name: _____

Contact: Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ 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 BOXES BELOW AND TOTAL YOUR AMOUNT.

Table Location Preference	Table Rates
First Choice: Second Choice: Third Choice:	_____ \$100 Business Rate _____ \$ 50 Non-Profit Rate* *Non-profits must include 501c(3) 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
	<input type="checkbox"/> \$100 business card size ad (no vendor table) <input type="checkbox"/> \$50 business card size with purchase of vendor table
	Total:

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 April 30, 2015. 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. Please contact me.**



26th Annual Neighborhood Conference

Exhibitor Fact Sheet

Date: Saturday, June 6, 2015

Set-up Time:

Saturday, June 6, 2015 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: Exhibitors can pull into the portico in the rear of the church while unloading.

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 the 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 April 30, 2015 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?

20 tables are located in the main exhibitor 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.

NEIGHBORHOOD RESOURCE CENTER

26TH Annual Neighborhood Conference
Laurel Heights United Methodist Church
227 W. Woodlawn at Belknap

To Stairs

