



Dear NRC Supporter:

On June 11th, 2011, the Neighborhood Resource Center will host the 22nd 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 May 13, 2011 to process your request and assign a table. If you would like to place an ad in our conference program, the artwork is also due at this time.

If you have any questions, please feel free to call me at (210) 735-0586 or email me at [nrc-sa@swbell.net](mailto:nrc-sa@swbell.net). Thank you for your support of the Neighborhood Resource Center and the 22nd Annual Neighborhood Conference.

Sincerely,

Natalie Biggers

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.

<b>Table Location Preference</b>	<b>Table Rates</b>
<b>First Choice:</b> _____ <b>Second Choice:</b> _____ <b>Third Choice:</b> _____	<input type="checkbox"/> \$100 business rate (8x8 space with 6' table and 2 chairs.) <input type="checkbox"/> \$ 50 non-profit rate (8x8 space with 6' table and 2 chairs.) **Non-profits must include copy of 501c3 form
<b>Conference Program Ad:</b> 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.	<b>Ad Rates</b>
	<input type="checkbox"/> \$100 business card size ad (no vendor table) <input type="checkbox"/> \$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 1, 2011.** 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  
22nd Annual Neighborhood Conference  
Exhibitor Fact Sheet**

**Date:** Saturday, June 11, 2011

**Set-up Time:** Saturday, June 11, 2011 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 3:30 p.m.

**Unloading & Loading Entrance:** (See enclosed map)

**What is included in the exhibitors' fee?**

The Exhibitor's fee includes 8-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 1, 2011** 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

22nd ANNUAL NEIGHBORHOOD CONFERENCE

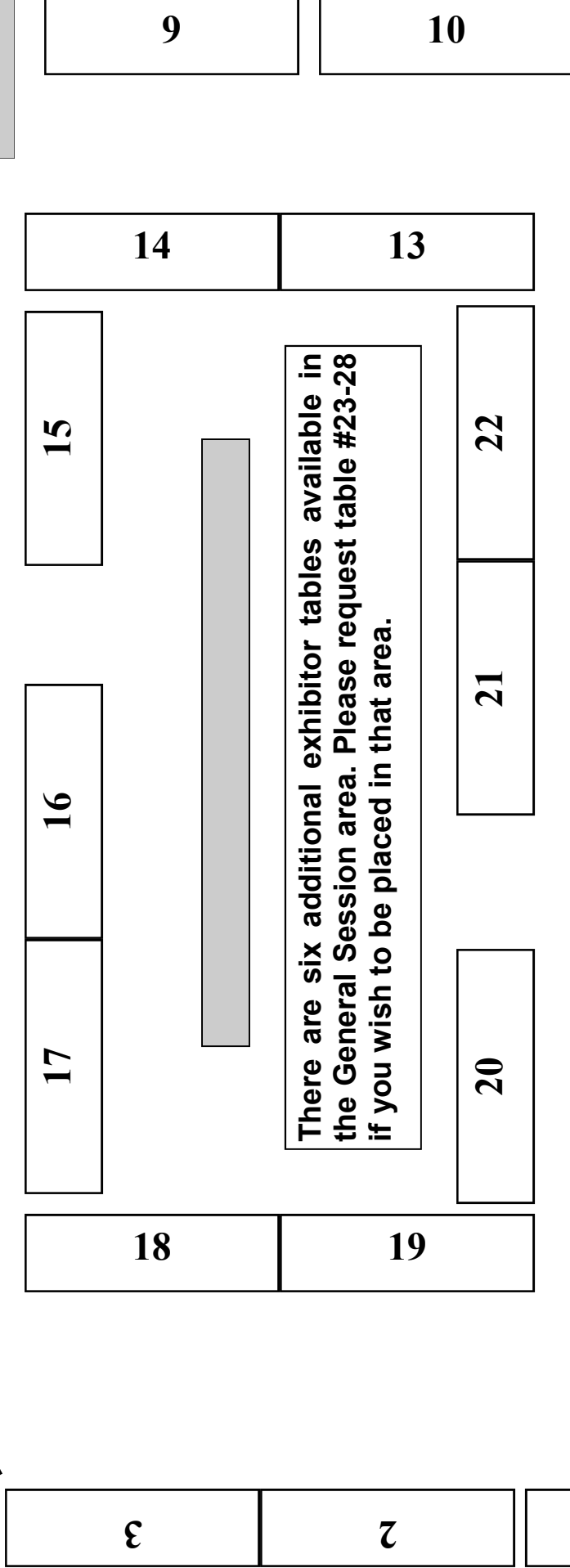
*Laurel Heights United Methodist Church*

*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