



**North Carolina Department of Public Instruction
Safe Schools and Character Education Conference
February 25-27, 2009**

VENDOR REGISTRATION FORM

- ❖ One 8x10' booth space including one 8' draped table and two chairs
- ❖ Admission to the conference for one representative (including meals and sessions)
- ❖ Listing in the Conference Participation Packet (including contact information)

Please include a description of your company and its services with the registration form. Company descriptions are limited to 25 words or less.

Company Name: _____
Contact Name/Title: _____
Address: _____
Phone: _____ Fax: _____
Email: _____ Website: _____
Additional Representatives (\$75 per person, including meals and sessions)

Vendor Registration and Payment must be received no later than December 8, 2008

	How Many	Fee/Each	Total Due
Number of Booths		x \$250	
Electricity per booth		x \$25	
Additional Representatives		x \$75	
TOTAL AMOUNT ENCLOSED			\$

*** Shipping arrangements will be forthcoming.**

Location:

Raleigh Convention Center
2 East South Street
Raleigh, NC
(919) 831-6011

- Vendor setup is February 25th between 10am and 4pm.

I, _____, hereby authorize North Carolina Department of Public Instruction to reserve vendor space at the Safe Schools and Character Education Conference to be held February 25-27, 2009, for use by the above organization. I understand that the space assignments will be made by the conference coordinator on a first come/first serve basis. I also understand that only the products and services listed in the description submitted by my organization will be exhibited at the conference. I acknowledge that refunds will not be issued after January 19, 2009. A cancellation fee of \$50.00 will be deducted from any refunds issued prior to January 19, 2009.

Authorized Signature

Date: _____

Printed Name and Title

SEND REGISTRATION FORM AND PAYMENT TO:

NC Department of Public Instruction
Attn: Cash Collection
#0801 435600 110048958000
6336 Mail Service Center
Raleigh, NC 27699-6336