



NEIGHBORHOODS, USA
MEMPHIS, TENNESSEE
May 25-28, 2016

February 2, 2016

RE: Neighborhood USA Conference 2016

Dear Potential Exhibitor:

The City of Memphis and its Mayor, Jim Strickland, are committed to making Memphis a “City of Choice” by helping to create “Neighborhoods of Choice.” In keeping with this spirit of helping our communities become stronger, we would love for YOU to join us by becoming a conference exhibitor. The Neighborhoods, USA Conference will take place May 25- 28, 2016 and the Conference 2016 theme is “**Memphis is the Place to Be.**”

Your partnership will help highlight and bring awareness to the resources and services that are available to assist with neighborhood revitalization efforts. Please accept this letter as a formal invitation to partner with us in this upcoming conference. We are expecting individuals from every facet of the community seeking to gain knowledge on what is offered in the great City of Memphis.

The early bird cost of the exhibitor registration is \$750.00 through **February 28, 2016**. After **February 28, 2016** the cost is \$800.00 this includes:

- 8’ x 10’ booth, (2) chairs, (1) skirted table
- Vendor ID signage, wastebasket
- Electricity and Wi-Fi
- One complimentary registration which includes opening sessions and workshops, Mayor’s welcoming reception, opening breakfast, and tours
- Networking opportunities over the three day conference experience including listing in the official conference agenda

Exhibitor space will be assigned on a first come first serve basis so consider reserving your space TODAY! Please complete the enclosed registration form and return it by email to verna.hawkins-lambert@memphistn.gov or by mail at the address listed below.

City of Memphis
Division of Housing and Community Development
Attn: Ms. Patricia Lane
701 N. Main Street
Memphis, TN 38107

If you have additional questions, please contact Mrs. Verna Lambert at 901-576-7356 with questions or comments.

We look forward to your partnership by becoming an exhibitor/vendor for this exciting conference and help our neighborhoods to become strong, sustainable and viable “Neighborhoods of Choice.”

Sincerely,

City of Memphis Mayor

C: Paul A. Young, Director City of Housing and Community Development
Joyce Cox, Conference Coordinator
Verna Lambert, Chair Exhibit Committee
Diane Lane, Exhibit Committee



www.cityofchoice.org



2016 NEIGHBORHOOD USA CONFERENCE
EXHIBIT/VENDOR
REGISTRATION FORM

SECTION I. General Information (please check one)

Public/ Private Exhibitor _____ NUSA Advisory Board Member _____
Non- Profit Exhibitor _____ Academic Exhibitor _____

Name of Company/ Organization: _____

Type Of Company/Organization: _____

Address: _____

City: _____ State/Province: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

On- Site representative/booth manager will be

1st _____ 2nd _____ 3rd _____

SECTION II. Exhibitor fees

Yes, we wish to register at the following rate (Please check appropriate line):

- Early Bird Exhibitor Fee is \$750 (must be postmark by February 28, 2016)
- Regular Exhibitor Fee \$800 (after March 1, 2016)

Check made payable to the:
City of Memphis
Attention: Patricia Lane 2016 NUSA
701 North Main Street
Memphis TN, 38107

Exhibitor Fees

*Please return your registration form and check to City of Memphis
Division of Housing and Community Development ATTN: Patricia Lane

