



Capitolbeat 2008 Vendor Agreement

Name of organization: _____

Point of contact: _____ Phone: _____

E-mail: _____ Mobile Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

By submitting this form, you are requesting space as a vendor at the 2008 Capitolbeat conference to be held Nov. 13-15 in Raleigh, N.C. at the Marriott Raleigh City Center.

Our vendor display area will be available to conference attendees from 8 a.m. to 5 p.m. on Nov. 14 and 15. You will be asked to remove your display after 5 p.m. on Nov. 15. We are working to provide setup time on the afternoon or evening of Nov. 13 and we strongly encourage you to set up in advance if possible.

The fee for a vendor space is \$500. Your space will be reserved only when that payment is received and this form is completed. We also ask that you submit a one-page summary of your organization for use in conference materials.

You will be allotted one six foot table and two chairs. Should you require other services, such as a power outlet or internet access, Capitolbeat will make every effort to arrange that with the hotel but those services may incur an extra charge that will be billed separately. Please note in the space below what other services you require. If you are coming from out of town, you will be eligible for the conference rate at the hotel.

Signature: _____ Date: _____

Return form to: Mark Binker, c/o News & Record, 5 West Hargett Street, Suite 502,
Raleigh NC, 27602 or e-mail to mark.binker@news-record.com

Payment received: ___ Vendor space reserved: ___

Capitolbeat board member: _____ Date: _____