



INVITATION TO EXHIBIT
Neighborhood Networks
Connecting Residents to Opportunities
National Training Conference
August 8 – 10, 2007
Grand Hyatt Hotel, Washington, DC



Your organization is invited to join government agencies, nonprofit and for profit organizations, associations, foundations and Neighborhood Networks centers, that will exhibit at the upcoming Neighborhood Networks National Training Conference to be held August 8 – 10, 2007. This year, an exciting, festive exhibit hall is being planned with activities, giveaways, and much more! A variety of clinics will be centrally located in the exhibit hall where attendees can ask experts questions on a one-on-one basis. Clinic hours will be posted in the exhibit hall starting Wednesday, August 8. Exhibiting at the conference will offer you an opportunity to share information and highlight your program, products and/or services, while meeting and educating the 400–600 anticipated conference attendees.

There are no fees required to exhibit. However, there is a fee required if you would like to attend the plenary lunch on August 8th. Please indicate your interest on the registration form below.

Registration Deadline: Space is limited, so please return your exhibit registration forms by **June 29, 2007**. Exhibit registration includes one complimentary registration to attend all conference events (excluding the August 8th plenary lunch).

Exhibit Booth Space:

Unless otherwise requested, you will be provided with an 8' x 10' booth area with one 6' draped table, 2 chairs, and a wastebasket. *Access to an electrical outlet must be requested.* You will be responsible for your own display and the ordering and cost of any additional items such as audio/visual equipment, telephones, and Internet access. Please indicate on the enclosed Exhibit Request Form the size and type of display you would like to exhibit. Upon receiving the form, an Exhibits Coordinator will contact you to discuss your plans.

Hotel and Travel Reservations:

All exhibitors will be responsible for making their own hotel and travel reservations. To make hotel reservations, contact the Grand Hyatt Hotel at (800) 233–1234, or (202) 582–1234, and request a room from the Neighborhood Networks group block. Guest rooms are available for \$162, single, or \$187, double, (plus 14.5% tax), per night August 5 – August 10 until the reservations deadline date of July 24, 2007, or until rooms are sold out.

Exhibit Shipments:

All exhibitors are responsible for the shipment of their exhibit materials to and from the conference hotel. Exhibitors are also responsible for setup, teardown, staffing their exhibit, drayage, packing and return shipping costs. Upon receipt of your registration, detailed shipping information and exhibitor instruction forms will be provided to you by the Exhibits Coordinator and the exhibits company, Freeman Services. *Please note: The Grand Hyatt Hotel cannot receive exhibit shipments.* Please call Senior Conference Manager Kurd Ali at (301) 495–4340 if you have any questions or concerns.

Scheduled Exhibit Hall Events (additional exhibit hall hours TBD):

Setup:	Tuesday, August 7, 2007	3 p.m.	to	8 p.m.
Grand Opening:	Wednesday, August 8, 2007	10 a.m.	to	10:30 a.m.
Teardown Hours:	Friday, August 10, 2007	12 noon	to	4 p.m.

How To Register:

Complete the enclosed Exhibit Registration Form and Exhibitor Request Form and submit to:

Kurd Ali, Senior Conference Manager
Neighborhood Networks
8403 Colesville Rd, 10th Floor
Silver Spring, MD 20910
Phone : (301) 495–4340
Fax : (301) 589–2493
Email : kali@dbconsultinggroup.com

EXHIBITOR REGISTRATION FORM

Neighborhood Networks **Connecting Residents to Opportunities** **National Training Conference** **August 8 – 10, 2007** **Grand Hyatt Hotel, Washington, DC**

____ Yes, my organization will exhibit at the Neighborhood Networks National Training Conference to be held at the Grand Hyatt Hotel, Washington DC, Wednesday, August 8 through Friday, August 10, 2007. I understand that the exhibit hall will be open during the entire conference. Setup will be on **Tuesday, August 7, 2007, from 3 p.m. to 8 p.m.** Teardown will be on **Friday, August 10, 2007, from 12 noon to 4 p.m.**

I understand that unless I make other arrangements, I will be provided with an 8' x 10' booth area with one 6' draped table, 2 chairs, a wastebasket, and electricity (if requested). I will be responsible for my own display and the ordering and cost of any additional items such as audio visual equipment, telephones, and Internet access. I will be responsible for making hotel room reservations and travel arrangements, staffing the exhibit, shipping exhibit materials to and from the hotel, packing, unpacking, drayage, and removing exhibit materials from the hotel.

I understand that the exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the exhibitor's displays, equipment, or property brought upon the premises of the hotel. I further agree to indemnify, defend and hold harmless DB Consulting Group, Inc., the U. S. Department of Housing and Urban Development, the Grand Hyatt Hotel and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees arising out of the use of the hotel premises, excluding any liability caused by the negligence of DB Consulting Group, Inc., or the Grand Hyatt Hotel or its owners, servants, agents, and employees. I also understand that neither DB Consulting Group, Inc. nor the Grand Hyatt Hotel maintains insurance covering the exhibitor's property or lost revenue, and it is the sole responsibility of the exhibitor to obtain such insurance.

Authorized representative (please print): _____
Organization: _____
Address: _____
City, State, Zip: _____

Signature: _____ **Date:** _____

Plenary Lunch:

- Yes, I would like to attend the August 8th plenary lunch. If yes, please indicate below the number of people attending from your organization.**
- No, I will not be attending the August 8th plenary lunch.**

August 8, plenary lunch - \$65 x $\frac{\text{Quantity}}{\text{Total}} =$ _____

Enclose your plenary lunch payment. Meal function fees are due upon registering your exhibit. Please make check payable to: DB Consulting Group, Inc. Mail the check to: Neighborhood Networks Exhibits Coordinator, Attn: Kurd Ali, 8403 Colesville Rd, 10th Floor, Silver Spring, MD 20910. The Tax Identification Number is 52-2274227. **Cancellation Policy:** All cancellations and/or requests must be made in writing to DB Consulting Group, Inc. No telephone cancellations will be accepted. No refunds will be made after June 29, 2007. Note: Exhibitors who plan to attend conference sessions and events must also register as conference attendees.

NAME(S) OF EXHIBIT BOOTH PERSONNEL (List Primary Contact First):

1. _____ Title: _____
Telephone: _____ Fax: _____
E-mail Address: _____

NAME(S) OF ADDITIONAL EXHIBIT BOOTH PERSONNEL:

2. _____ Title: _____
3. _____ Title: _____

(Please indicate the size and type of display you would like to exhibit on the enclosed Exhibit Request Form.)



EXHIBIT REQUEST FORM
Neighborhood Networks
Connecting Residents to Opportunities
 National Training Conference
 August 8 – 10, 2007
 Grand Hyatt Hotel, Washington, DC



Please indicate the exhibit type you will be bringing (*Neighborhood Networks does not supply displays*):

Pop-Up Display (portable display booth). **NO** Table Needed. Size of Display: _____

Pop-Up Display (portable display booth). Please provide a table for me. Size of Display: _____

Tabletop Display Only. Size of Display: _____

Other Exhibit Type. If your exhibit space requirements are different from the above standard exhibits, please include a diagram with your registration forms and indicate the approximate dimensions.

Will you require an electrical outlet? Yes No

Optional Items: If your exhibit requires additional items such as audio/visual equipment, telephones, or Internet access, please indicate your requirements below. An Exhibits Coordinator will contact you to discuss your needs and provide you with ordering and pricing information.

My organization _____ will need the following additional items for its exhibit space:

Description: Please provide a written description of your exhibit and services in 100 words or less.

Space is limited. Please complete and submit your Exhibitor Registration Forms no later than June 29, 2007. For assistance with your exhibit, please contact Kurd Ali (contact information can be found below). Complete the enclosed Exhibit Registration Form and Exhibitor Request Form and submit to:

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