



27th National Conference on
Preventing Crime in the Black Community
May 16-18, 2012
Tampa, Florida



**INSTRUCTIONS FOR COMPLETING APPLICATION
JOB/RESOURCE/VENDOR FAIR APPLICATION**

The Job/Resource/Vendor Fair Application has been created in Adobe Acrobat Professional and may be completed by downloading the form to your computer, filling in the blanks with all required information, printing*, signing and mailing the form with your check, as instructed, to the address located at the bottom of the form. You may submit** your application for review prior to mailing the check by completing the form and clicking the “Submit by E-mail” button located at the top of the page. While we will not be able to process your application for space until a check and a signed copy of the application is received, we will be able to prepare your application for review once the signed application and check is received. It will reduce the turn-around time on notification of assigned space.

1. Enter the name of your company or organization.
2. Enter agency/organization’s contact name.
3. Enter your mailing address, to include street address, post office box, city, state, zip.
4. Enter phone number. (This is a required field) Your application can not be processed without a phone number.
5. Enter your email address.
6. Choose the number of spaces you would like from 1-5, by clicking in the box to the right and choosing a number.
7. Enter the agency/organization’s representative.
8. Enter a brief description of the products and/or services you will be providing for sale or distribution.

When mailing the form with your check, please print and sign. A signature is required for processing.

If submitting for review prior to mailing, please check the “Check Box” located at the right of the statement starting with “I certify.”

Once all areas have been completed, to submit for review prior to mailing with check, you may click the “Submit by E-mail” button located at the top of the form.

****Please remember to print this form before submitting.***

*****The form, once it is completed, can’t be saved unless you have Adobe Acrobat Professional.***