



32nd National Conference on
Preventing Crime in the Black Community
June 1-2, 2017
Orlando, 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, (*The form cannot be saved unless you have Adobe Acrobat Professional*). Please complete all of the information, print, sign and return the form to PCBCConference.Registration@myfloridalegal.com or fax to (850) 413-0633. Once you are approved as a vendor, you will need to submit a check to the address located at the bottom of the form.

Please complete the form utilizing the instructions below:

1. Enter the name of your company, agency or organization.
2. Enter company/agency/organization's contact person. The contact person should be available to answer questions regarding the company/agency/organization.
3. Enter your mailing address (street address or post office box), city, state, and zip code.
4. Enter phone number.
5. Enter your e-mail address.
6. Indicated how many spaces you would like to reserve. You may reserve up to 5 spaces.
7. Enter the company/agency/organization's representative. The representative is the person who will be manning the booth at the conference.
8. Enter or attach a brief description of the products and/or services you will be providing for sale or distribution.
9. Please submit a copy of your application with your check, so please remember to print and sign. A signature is required for processing. *Make the check or money order payable to the **Urban League of Broward County, Inc.** and forward payment of \$320, per unit/space, to the address below on or before May 5, 2017. Reservations will not be processed until payment is received.*
10. Please note, the application will be returned unless **all fields are completed**.