



October 2008

Hello Everyone,

My name is Terri Holston, the Central Region Vice President of the NC3ADL, North Carolina Community College Association of Distance Learning (NC3ADL). I am writing today to provide you with details about and to invite you to participate in the **2009 NC3ADL Conference: The Power of YOU: Enhancing Education Through Technology**. I am the Vendor Coordinator for the fourth annual NC3ADL conference.

We are very excited to announce this year's conference will be held **February 15-17, 2009** at the **Hilton North Raleigh in Raleigh, NC**. This year we are increasing the amount of conference time from two days to three days. We will be hosting sessions and activities on Sunday, February 15th from 2 pm – 4 pm. The conference attendees will be various Distance Learning instructors, technical support staff, and administrators from the fifty-eight community colleges in the North Carolina Community College System. We expect more than 275 attendees at this year's conference.

This conference is an excellent opportunity for suppliers to present your company and your products/services to the Distance Learning decision makers for the North Carolina Community Colleges and to the distance learning instructors and technical support staff who seek the latest instructional technology for teaching and learning.

Vendors have several participation options:

Sponsorship Opportunities*	Amount	Includes:	Additional Participants	Additional Tables
Vendor Registration	\$400	1 registration, 1 table	\$150 each	\$100 each
Megabyte Sponsor	\$1000- \$1499	2 registrations, 1 table, 1 session, sign/poster advertising sponsorship	\$150 each	\$100 each
Gigabyte Sponsor	\$1500- \$2499	2 registrations, 1 table, 2 sessions, sign/poster advertising sponsorship	\$150 each	\$100 each
Terabyte Sponsor	\$2500+ OR purchase meal**	3 registrations, 2 tables, 3 sessions (more if available), sign/poster advertising sponsorship, logo in program, link on NC3ADL Conference website	\$150 each	\$100 each

*Other sponsorship opportunities include sponsoring a morning snack, break, speaker or social event (usually around \$1500 each).

**Meal sponsorships will generally costs \$5500-\$6000.

The conference provides numerous opportunities for vendor recognition and vendor/attendee interaction. As a vendor you are invited to apply for a vendor session to introduce/demonstration your product or services. **(Please visit the website www.NC3ADL.org and complete the RFP for presentations. RFPs will be due by January 23, 2009)**. All breaks and breakfasts will be held in the Vendor area to provide the vendors with the maximum opportunity to interact with the conference participants.

We have drawings for door prizes during the breaks and meals if vendors would like to donate items for door prizes and/or provide bags, pens or other "giveaways" for the conference packets. If your

company would like to sponsor an event, donate items for door prizes, and/or provide bags or pens for the conference, contact us and/or indicate your interest on the **Vendor Registration form**.

To reserve your place at this exciting event, complete and mail the attached **Vendor Reservation Form** with your check payable to: **NC3ADL**, mail to **Terri Lee NC3ADL Vendor Coordinator c/o Johnston Community College, PO Box 2350, Smithfield, NC 27577**. If you have any questions, contact Terri Holston at (919) 209-2177, FAX: (919) 209-2110. You may also download the PDF from our website, <http://www.ncccadl.org/conference/registration.html>. All registration forms and payments must be received by *Friday, January 23, 2009* to receive advertising in the program (contact us if you have special needs/requirements regarding payment).

Contact the Hilton North Raleigh for connections and fees for power, internet and telephone in the vendor area and for advance shipping of displays/equipment. For more information, visit the website: <http://www.hilton.com/en/hi/groups/personalized/RDUNHHF-CCA-20090213/index.jhtml> or call 919-872-2323.

Vendor space assignments and set-up will begin **5 PM on Sunday, February 15, 2009**. You should be set-up and ready to begin meeting conference attendees by 8:30 AM, Monday, February 16, 2009. The vendor area will be locked or secured each evening from 4:40 PM until 7:30 AM Sunday through Tuesday AM; however, **NC3ADL will not be responsible for any losses and/or damages that may occur**. Vendors are encouraged to begin breaking down displays **after** 2:00 PM on Tuesday, February 17, 2009.

Hotel reservations: Hilton North Raleigh, Raleigh, NC 919-872-2323 website: <http://www.hilton.com/en/hi/groups/personalized/RDUNHHF-CCA-20090213/index.jhtml>. Room rates are **\$109 (plus 13% tax) per night and must be booked by Jan 16 to receive the NC3ADL conference rate**.

If you have any questions or need more information contact Terri at (919) 209-2177 or via email: tslee@johnstoncc.edu. For more information about the NC3ADL or the conference, visit our website at www.ncccadl.org.

We are excited about our conference this year and are confident that this conference will provide an excellent opportunity for all of you to meet and network with key DL users and DL decision makers from the 58 Community Colleges in North Carolina. We look forward to working with all of you this year and we'll see you at the **2009 NC3ADL Conference: The Power of YOU: Enhancing Education through Technology**.

Best Regards,

Terri S. Lee
NC3ADL Vendor Coordinator



NC Community College Association of Distance Learning

2009 Spring Conference VENDOR Registration

February 15-17, 2009

Hilton North Raleigh
Raleigh, North Carolina

Name: _____

Last

First

MI

Position/Professional Title: _____

College or Organization: _____

Additional Attendee(s): _____

Address: _____

City _____ State _____ Zip _____

Office Phone: (____) _____

Office FAX: (____) _____

Email: _____

Company Web Address: _____

NOTE: For shipping, technical, Internet and/or power services contact 919-872-2323.

Vendor Opportunities:

(write the total \$ in the blank)

_____	Vendor Registration	\$400
_____	Megabyte Sponsor	\$1000-\$1499
_____	Gigabyte Sponsor	\$1500-\$2499
_____	Terabyte Sponsor	\$2500+
_____	Other Amount*	
_____	Additional Reg.	_____ Qty.
_____	Additional Table(s)	_____ Qty.
_____	Donate Items for drawings (check)	
_____	TOTAL Amount Due by Jan 23.	

Note: We are unable to accept CREDIT CARD payments.
Contributions are non-refundable and are due February 6, 2009.

*Please contact Vendor Coordinator to discuss options for other sponsorships and amount.

To apply for a presentation session, visit the website (www.NC3ADL.org) to complete the RFP. RFPs will be due by January 23, 2009.

Please return a completed copy of this registration with your check payable to **NC3ADL** to:

NC3ADL Vendor Coordinator
Terri S. Lee
c/o Johnston Community College
PO Box 2350
Smithfield, NC 27577
tslee@johnstoncc.edu
(919) 209-2177
(919) 209-2110 FAX