



Dear Supporter of Youth,

The City of Raleigh is committed to providing our youth with enrichment opportunities through a variety of programs offered by several City departments. In keeping with this commitment and with its Strategic Plan goal to promote a safe, vibrant, and healthy community, the City of Raleigh will host its inaugural Youth Summit on Saturday, September 28, 2019 at the McKimmon Conference and Training Center at N.C. State University. Approximately 500 youth between the ages of 13 and 18 will attend this full-day event, which will feature inspirational speakers, roundtable discussions, and educational workshops.

As defined in its mission statement, the Youth Summit is a “collaborative, youth-inspired partnership between the City of Raleigh and the community designed to encourage, educate, and empower our youth through meaningful engagement as a way of connecting their present with our shared future.” During the summit, we hope to inspire the youth to not only explore what the event itself has to offer them, but also to see themselves as future leaders who have a valued voice in community and city affairs.

We invite your company/organization to showcase its educational, internship, and career opportunities by becoming an exhibitor at the Youth Summit. Exhibit hall hours are 10:00 a.m. to 5:00 p.m., and the event’s participants will be encouraged to visit during breaks and breakout sessions. A raffle will be held at the end of the evening, and exhibitors who donate a door prize will be recognized during the drawing.

The exhibitor registration fee includes one 8’ draped/skirted table, two chairs, and lunch and refreshments for up to two representatives from your organization. Additional person(s) may register for a fee, with a limit of two additional representatives. Additional details are listed on the attached *Exhibit Space Reservation* form. If you would like to become an Exhibitor or have any questions, please contact the Department’s Fiscal Unit at (919) 996-1496 or youthsummit@raleighnc.gov. Please respond with payment by September 1, 2019.

Exhibit space for this event is limited, so reserve early!

We hope that we can count on your partnership to make this event an unforgettable experience for the youth in our community. On behalf of the City of Raleigh and the hundreds of young people who will attend the Youth Summit, we thank you for your support.

Sincerely,

Cassandra Deck-Brown
Chief, Raleigh Police Department



EXHIBIT SPACE RESERVATION FORM

EXHIBITOR INFORMATION

CONTACT NAME

TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

CONTACT PHONE

CONTACT E-MAIL

EXHIBITOR CHARGES (select all that apply)

<p>The fees below include an 8' table, two chairs, and meals and refreshments for two representatives.</p> <p><input type="checkbox"/> \$400 for Corporate Organizations</p> <p><input type="checkbox"/> \$250 for Small Businesses (fewer than 500 employees)</p> <p><input type="checkbox"/> \$150 for Non-Profit, Government, or Public/Private Education Organizations</p>	<p><input type="checkbox"/> \$75 for each additional person(s); up to two additional representatives may register</p> <p>Total Charges: \$ _____</p>
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Please provide the following information for representatives who will staff the exhibit:

Representative 1 (Included in registration fee)

NAME

TITLE

ADDRESS

CITY/STATE/ZIP CODE

PHONE

E-MAIL

Representative 2 (Included in registration fee)

NAME

TITLE

ADDRESS

CITY/STATE/ZIP CODE

PHONE

E-MAIL

Representative 3 (Additional charge of \$75)

NAME

TITLE

ADDRESS

CITY/STATE/ZIP CODE

PHONE

E-MAIL

Representative 4 (Additional charge of \$75)

NAME

TITLE

ADDRESS

CITY/STATE/ZIP CODE

PHONE

E-MAIL

Please return this form with full payment by **September 1, 2019** .

You may also scan and e-mail this form to youthsummit@raleighnc.gov and mail your check the same day to the address above. Please make checks payable to **Raleigh Police Department**.

Terms of Cancellation: Exhibitors must notify the Raleigh Police Department in writing no later than September 13, 2019 of intention to cancel or withdraw from the Youth Summit. The exhibitor will be refunded all sums paid less a processing fee of \$25 per space. After September 13, no refunds will be issued.