



Circle Of Care

On September 26th, 2009, Circle Of Care, a resource center for healthy living and 501©(3) organization, presents its first conference. “The Tipping Point: Where do we go from here?” will take place from 7:30am – 5pm at the Kirkwood Center For Continuing Education in Cedar Rapids, IA. Circle Of Care is excited to offer 20 vendor tables for this event, which can seat up to 700 people. We are contacting you, today, because your business represents the education/needs/and or service aspects that will be of benefit to the attendees of the conference. Because the

numbers of tables are limited, sign up will be based on first come, first serve basis.

What Your Participation Includes:

- 6’ x 18” table for your setup and / or wares
- Entrance to the conference where you can join in with the audience and listen to the speakers during speaking times. See website for schedule, speaker information, and printable brochure www.circleofcareeci.org
- Breakfast, lunch, and snacks provided
- Your media can be provided to Circle Of Care in electronic form, which will be put on a disc and handed out to every attendee of the conference. If you have print materials you’d like to hand out, Circle Of Care will add your materials to the registration folders. All materials need to be provided to Circle Of Care by September 10th, 2009.
- Your business name and link will be listed on the Circle Of Care website under the Vendor tab of the conference as a participating vendor.

How to become a vendor:

- Your space can be confirmed first by contacting a member of the Circle Of Care volunteer staff, or by calling 319-431-9052. Email can be sent directly to Laura Schmitt at EatingForWellness@Gmail.com
- Your space will not be confirmed until payment is received. Each participating person who joins your vendor table will pay a \$40 registration fee, which is the general admission fee for the conference, itself. The perks of being a vendor are all provided at no additional charge, courtesy of Circle Of Care. Payment can be made online at www.circleofcareeci.org or by check through mail. Make checks payable to
 - Circle Of Care
1967 51st St NE
Cedar Rapids, IA 52402
- Once your payment is received, your business name will be added to the website and your space will be confirmed and held.
- Vendor table setup can be done between 1pm and 5pm Friday September 25th, 2009 or the morning of the conference from 7am-7:30am Saturday September 26th, 2009

Thank you for your participation in the first Circle Of Care conference, and thank you for your part in promoting wellness within our community.

Sincerely,
Circle Of Care Board Members and Volunteer Team