

# Provider Registration Form

## Provider Expo and Art Exhibit

Cardinal Innovations-Five County Community Operation's Center is sponsoring a Provider Expo and Consumer Art Exhibit November 8, 2012 from 3:00-7:00 at the H. Leslie Perry Library in Henderson NC. The provider expo is intended for families, stakeholders and the community, to give them an opportunity to meet and greet the providers within the five county area. Families will have a chance to interview and ask questions of their prospective providers as well as get to know what services they provide.

Registration is required for participating providers.

Please read the guidelines below and complete the registration form.

### Guidelines:

- Have a staff member at the table during the duration of the expo
- Set up your booth prior to 2:30pm and take down your booth after 7:00 pm
- Provide a door prize for drawing at the event
- Providers must supply electrical cords or other AV equipment
- Bring your own tablecloth

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

### Service Description:

Please describe briefly your booth/display

Giveaways and/or door prize:

### Facility Needs:

You will be provided with (1) table and (2) chairs. If you need additional items, please note below:

Electrical outlets \_\_\_\_\_

Other \_\_\_\_\_

Please note any other requirements you may need:

Will you be participating in the Video production, produced by Evolution Design Concepts?

Yes No

**\*\*\*You are responsible for contacting Greg Thompson, owner of Evolution Design Concepts at: 1-252-257-2647 to schedule your video tapping. Video interviews will be held at the H. Perry Library. See attached Information from Evolution Design Concepts.**

To facilitate our planning, please return the Provider registration form no later than October 26 to Gina Dement at [gina.dement@cardinalinnovations.org](mailto:gina.dement@cardinalinnovations.org). If you have any questions, do not hesitate to contact Gina at 252-430-3031. We are excited about providing this event to our community and look forward to your participation.

*There is no registration or exhibit fee.*