

## MARBLEHEAD METCO PROGRAM

217 Pleasant Street

Marblehead, MA 01945

O. 781-639-3120 x3138

E.filsaime.francois@marbleheadschoools.org

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September 30, 2011

Greetings MDA Vendors,

I would like to invite you to join us as a vendor for the 2011 METCO Directors' Association Conference on December 2, 2011. We are thrilled to be returning to the Four Points Sheraton Hotel & Conference Center in Norwood.

This is an opportunity for you to be part of an education-focused conference reaching over 500 educators and professionals.

The vendor tables are 8 foot by 30 inches with a vendor fee of \$250.00 per table which includes breakfast and lunch for *one person* or \$200 *without* breakfast and lunch. You would be *responsible* for your own food and drinks for the day. Please fill out and return the attached 2011 vendor application. The vendor registration deadline is **October 28, 2011**, so please hurry! Vendors are on a first come, first serve. Please be aware that your table is not confirmed until your completed application is received along with your payment.

All payments should be sent to: Francois Fils-Aime/ Marblehead METCO Program  
Marblehead Veterans Middle School 217 Pleasant St. Marblehead, MA 01945. You will receive a confirmation packet when your application and fee are completed.

Please feel free to contact me at (617) 592-3587 should you have any questions.

We look forward to seeing you on December 2, 2011!

Sincerely,

*Francois Fils-Aime*

MDA Educators Conference- December 2, 2011  
Four Points Sheraton Hotel- Norwood, MA

Vendor Application 2011

Prefix: Mr. Mrs. Ms. Dr.

Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Type of Product/Service \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Please circle the option below you will be selecting as the vendors fee.

Vendor Application fee \$250.00 with breakfast and lunch included for one person. All checks should be made payable to the METCO Directors's Association. No personal checks are accepted. Please note that an additional vendor table is available for an additional fee.

Vendor Application fee \$200.00 without breakfast and lunch provided. You are responsible for your own food and drinks. All checks should be made payable to the METCO Directors's Association. No personal checks are accepted. Please note that an additional vendor table is available for an additional fee.

How many vendor tables will you need (please circle) 1 or 2

How many people will attend with you? \_\_\_\_\_ Please be advised that lunch is provided for ONE person at your vendor table. If you need an additional lunch, please call Francois Fils-Aime at 617 592 3587

*The Vendor meeting will be held on Tuesday October 25, 2011 at 6:30pm. We will meet at The Four Points Sheraton Hotel in Norwood, MA*

**Please return your completed vendor application fee by October 28, 2011 to:**

**Francois Fils-Aime-Director  
Marblehead METCO Program  
217 Pleasant St.  
Marblehead, MA 01945  
617-592-3587**

**Checks are made out to METCO Directors Association**