



# Exhibitor Contract

Elmwood Park - Downtown Roanoke

August 27, 2011

Rain Date: August 28, 2011

Phone: 540-344-1200 Fax: 540-344-9755

An event to benefit Brain Injury Services of SWVA

## Company Information

Company Name:

Contact Person:

Street Address:

City:  State/Province:  Zip/Postal Code:

Phone:  Fax:  Cell:

E-mail:

Company Product Description:

## Booth Selection

WING VENDOR RENEWAL

WING VENDOR NEW

NON-WING VENDOR

10 x 10 Booths  
(\$200 each)  
MUST BE RECEIVED BEFORE 2/28/11

10 x 10 Booths  
(\$250 each)

10 x 10 Booths  
(\$250 each)

Extras:

Electricity = \$25  
(110v single)

Electricity = \$50  
(220v single)

1 Table w/ 2 chairs = \$75

1 Table ONLY = \$45

Total Booth Price:

NOTES:

**50% deposit required with contract to reserve your space**

### Payment Schedule:

A non-refundable, 50% deposit is required to reserve your booth space. Payment in full must be received by July 30, 2011. A 10% penalty will be assessed on late payments. No refunds. Any cancellation after June 1, 2011 will be responsible for the full booth price plus a \$100 late back-out fee.

## Booth Payment

### Select Payment Method:

Cash  Check (Check # )

Visa  MasterCard  Discover

If paying with cash, booth will not be reserved until the deposit is received.  
If paying with check, please include check number.

Please circle one:

Full Deposit

Full Balance

Other

If "Other" please explain:

### Credit Card Payment Information:

CC #:

CVC Code:   
The CVC code is a 3 digit number on the back of the card next to or above your signature. This code is required to process your transaction.

Expiration Date:  /

Name on Card:

Signature:

I hereby authorize BISSWVA. to accept a credit card payment from the above listed account.

### Mail or Fax the Exhibitor Application to:

BIS SWVA 302 2nd Street - 3rd Floor. Roanoke, VA 24011 | Fax: 540-344-9755

## Additional Info and Signature

I understand that this is a legally binding contract and that I will be held to the terms of this contract. I understand that booths are sold on a first come, first serve basis and that exhibitors are not promised exclusivity in any way unless this agreement is amended by BIS SWVA. I understand that each vendor will get 2 vendor badges per 10 x 10 booth. Additional badges can be purchased for \$5 a piece. Vendors that fail to return their badges at the end of the event will incur a \$5 charge for each badge not returned. I understand that exhibitors are required to add Brain Injury Services of SWVA as additionally insured to their general liability insurance policy for the length of the show. **Early breakdown on the day of the show is contractually prohibited and will result in denial of booth space in future shows and a \$100 fee.** I understand that Exhibitor decorations may not obstruct other displays. I agree to obey all applicable laws and regulations of the Commonwealth of Virginia and the City of Roanoke (including regulations relating to food and Health Department Licenses). I understand that BIS SWVA reserves the right to decline or prohibit any exhibit or portions thereof. I understand that BIS SWVA reserves the right to make location/space changes, with no advance notice to the exhibitor, that BIS SWVA believes will be in the best interest of the show. Brain Injury Services of SWVA 302 2nd Street - 3rd Floor, Roanoke, VA 24011

Signature:  Date: