

2016 FALL SHOWCASE EXHIBITOR CONTRACT



INSTRUCTIONS:

Complete this form and fax or mail it with payment to:

MAIL VAPPA- PO Box 56283 Virginia Beach, VA 23456

FAX 866-373-5791

IMPORTANT INFORMATION:

- Booths and tables will be assigned upon receipt of payment
- Membership with VAPPA must be current to exhibit. If your membership is not current with VAPPA, and additional \$125 will be added to your exhibit fees.
- Receipt and confirmation will be sent upon receipt of payment
- Exhibitor kits will be provided by August 1, 2016
- Lunch is included in exhibit fees
- All exhibitors will receive a list of attendees within 2 weeks of the conclusion of the show (if not sooner)

First name _____

Last name _____

Company Name _____

e-Mail _____

Company Phone _____

Company Address _____

City, State, Zip _____, _____

Show Contact Information if different from above: **Do Not Skip**

Show Contact Name _____

Show Contact Email _____

Show Contact Phone _____

Select which days you wish to exhibit.

- Both Days (Complete Section 1 and 2)
- Richmond Only (Complete Section 1)
- Hampton Roads Only (Complete Section 2)

SECTION 1: RESERVE SPACE IN RICHMOND

SELECT SPACE TYPE

In Richmond, exhibitors have two choices for exhibit space
Booth space IR Table Top Space.

BOOTH SPACE

(Only 23 Available):

- One Booth \$700.00
- Two Booths \$1,000.00
- Three Booths \$1,300.00

Each Booth:

- Has an 8' x 10' booth footprint
- Is located in premium locations on the perimeter
- Includes 2 skirted tables (one 6-foot & one 8-foot table)

TABLES TOP SPACE

Select # of Tables Needed:

- One 8-foot Table \$375.00
- Two 8-foot Tables \$550.00
- Three 8-foot Tables \$725.00
- Four 8-foot Tables \$900.00

Optional

- End of Aisle \$50.00
- Select this option to request to be located on the end of an aisle.

Table Cost Breakdown:

First table \$375
Additional tables \$175 each
All costs included above
All tables are skirted

Electricity

- I need electricity \$50.00

SECTION 2: RESERVE SPACE IN HAMPTON ROADS

SELECT SPACE

In Roanoke, only table top space is available.

TABLES TOP SPACE

Select # of Tables Needed:

- One 8-foot Table \$375.00
- Two 8-foot Tables \$550.00 (
- Three 8-foot Tables \$725.00
- Four 8-foot Tables \$900.00

Cost Breakdown:

First table \$375
Additional tables \$175 each
All costs included above
All tables are skirted

Optional: Premium Placement Request

- Premium Placement \$50.00
- Select if you are requesting placement on the end of an aisle or along the perimeter of the room.

Electricity

- I need electricity \$50.00

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SECTION 3: SPONSORSHIP

Would you like to be a Premier sponsor? Yes \$400.00
 No \$0.00

Certification includes:
Logo on all signage
Logo on event communication to distributors
Premium placement on show floor
First right of refusal for upcoming shows

Product Sponsor Yes, I would like to be a product sponsor
 No, I do not care to be a product sponsor

Product sponsors provide approx. 600 pieces of an item you would like showcased and handed out to attendees.

Product sponsors receive:
Priority placement on the show floor
Logo on event signage
Complementary premium space upgrade

SECTION 5: EXTRAS

Extra Badges Needed
Any exhibiting company that needs lunch for more than 2 booth personnel will be charged and additional \$20 per day.

Please list the names and company of any additional badges of personnel who may be working in your booth with you.

Are you "Product Safety Aware"? yes OR no
Certified by PPAI

PPAI # _____
UPIC _____
SAGE # _____
ASI # _____

SECTION 6: MULTI-LINE MEMBERS ONLY

Please list the lines you will be representing:

SECTION 8: TERMS OF CONTRACT

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Terms to Exhibit with VAPPA I agree to the exhibitor terms provided at this link.
Signature _____

Special Requests Please indicate any other requests you would like us to consider or facts we should know when planning for the event.
ie. placement requests, dietary requests, etc.

SECTION 9: Calculate amount due with contract

Exhibit Cost Richmond	\$ _____
Exhibit Cost Hampton Roads	\$ _____
Sponsorship	\$ _____
Add my 2016 Dues	\$ _____
Total Due	\$ _____

SECTION 10: Payment - A receipt will be email upon completion of payment.

Pay by check Check no _____ Amount \$ _____
 enclosed forthcoming
Booths and tables will be assigned upon receipt of payment

Pay by credit card
Amount \$ _____
CC Number _____
Expiration Date _____ CVC Code _____
Name on Card _____
Address on Card _____
City State Zip _____
Phone Number of cardholder _____
Signature _____

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