

The Roanoke Valley Bridal Showcase

"20 Year Celebration of the Most Prestigious Bridal Show In Virginia"

**3718 Chesterton Street
Roanoke, Virginia 24018
Phone: 540/798-4657 or 540/354-4999**



The undersigned, (Business Name): _____, hereby applies to **The Roanoke Valley Bridal Showcase** (RVBS) and agrees to set up and operate a booth or booths at **The Roanoke Valley Bridal Showcase**, Salem Civic Center, Salem, Virginia on Sunday, February 19, 2012, between the hours of 11:00 AM and 5:00 PM.

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

10' w x 10' d single booth	\$390.00 _____	4 space Island	20' x 20'	\$1260.00 _____
20' w x 10' d double booth	\$700.00 _____	6 space Island	30' x 20'	\$1760.00 _____
30' w x 10' d triple booth	\$995.00 _____	8 space Island	40' x 20'	\$2260.00 _____
20' w x 10' d end cap (no additional corner cost)	\$765.00 _____	Limousine space	10' x 20' draped wall	\$400.00 _____
Corner Booth - in addition to base rate	50.00 _____ *			

Booth Number(s) Requested: **1st choice:** _____ **2nd choice:** _____ **3rd choice:** _____

Only one (1) business per booth! No sharing. Refer to space numbering on the arena floor plan. "In-line" means that the booths are adjacent and do not occupy a corner. * Corner spaces and "end caps" (2 corners on aisle ends) are priced slightly higher. "Islands" and Hospitality Suites do not include any backdrops, drapes, tables, signs, etc. All rates are net.

INCLUDED WITH EACH BOOTH SPACE:

- 1 Back drop (8 feet high)
- 1 Side divider drape (3 feet high)
- 1 6' Table (Covered and Skirted)
- NEW! Wi-Fi Internet access available for all exhibitors at no additional charge
- 2 Chairs
- 1 Bridal Registration Data File
- 1 Company Sign (7" x 44")

Typical Booth Configuration



AVAILABLE AT ADDITIONAL CHARGE (if selected):

- \$35 per drop Electrical Hook-up (1-110 volt, 15 A outlet) Yes ___
- \$150 Participation in bridal fashion show Yes ___
- \$10 each Box Lunches Yes ___ # of lunches _____

Exhibitor agrees to strictly comply with the terms and conditions set forth on the reverse side of this document. This Agreement shall become binding as to Exhibitor upon execution thereby, but is subject to acceptance by **The Roanoke Valley Bridal Showcase** and is not binding upon **The Roanoke Valley Bridal Showcase** until endorsed thereby.

Executed this the _____ day of _____, _____.

Exhibitor: (Please Print)

Name of Business - as it will appear on your sign

Business Owner (Please Print)

Signature of Owner or Authorized Agent

Description of Business

Fee Enclosed: \$ _____
(\$150 deposit per 10x10 space - or payment in full)

Make checks payable to: **The Roanoke Valley Bridal Showcase**
Mail to: 3718 Chesterton Street, Roanoke, Virginia 24018

Mailing Address: (Please Print)

Website: _____

E-Mail Address _____

Facebook Name _____

Business Phone _____

Evening Phone (emergency) _____

VISA, MasterCard or American Express (circle one)

Name on card: _____

Billing Address: _____

Card Number: _____

Expiration Date: _____

For office use only

Accepted by: _____ Date: _____ Booth Number(s): _____ Invoice Number: _____

The Roanoke Valley Bridal Showcase

"20 Year Celebration of the Most Prestigious Bridal Show In Virginia"

Terms and Conditions

1. ALL EXHIBITORS MUST BE SET UP BY 10:00 AM THE DAY OF THE SHOWCASE
Exhibitors, may begin setting up at 7:00 AM the day of the Showcase. There is no provision for earlier set-up or for overnight storage at the Civic Center. PENALTY FOR "NO SHOW" IS \$100
2. Booths must remain staffed and intact until show closes at 5:00 PM. **PENALTY FOR CLOSING BEFORE 5:00 PM IS \$100**
3. Space may not be sublet or shared without prior approval of an authorized agent of, The Roanoke Valley Bridal Showcase.
4. Tractors, trailers, vans, and other vehicles parked on the parking lot and used as exhibits, showrooms, or advertising must be negotiated under a separate contract with **The Roanoke Valley Bridal Showcase** prior to the show date.
5. Space for exhibitors is by invitation only. **The Roanoke Valley Bridal Showcase** reserves the right to decline any application for space if it deems such action to be in the best interest of the exhibition.
6. A \$150 (non-refundable) deposit *per booth* space [i.e. \$150 for single booth, \$300 for double booth, etc.] is due with the submission of this agreement. The balance is due by December 31st in order to guarantee space and recognition in advertising materials and programs. Deposit and final payment must be received by the specified dates or booth requests cannot be guaranteed.
7. Discounts will be allowed for multiple booths provided they are for the same business entity. If you operate multiple business, trading under different names, the multiple booth discount will not apply. This rule applies even if the separately named businesses operate under one roof.
8. No exhibitor will be permitted to occupy space unless full payment has been received.
9. Exhibitor may only distribute merchandise or materials from the areas of their booth space. No roaming models or literature distributors are allowed. Only materials directly related to the booth lessor's business may be distributed. You may not distribute literature, business cards, brochures, etc., for non-participants.
10. No signs may be exhibited or any literature be displayed or distributed in any vendor's booth that advertise another vendor or business.
11. Exhibitors may sell their products the day of the show, and the showcase will not charge any commission, however, it is the responsibility of the exhibitor to collect and pay his own Virginia State Sales Tax. Exhibitor is also responsible for contacting the Virginia Department of Taxation to secure a Certificate of Registration for payment of this tax.
12. **The Roanoke Valley Bridal Showcase** will provide security at its own expense during **The Roanoke Valley Bridal Showcase** time, however the exhibitor will be fully responsible for any loss or damage to exhibitor's property by theft, fire, or casualty and **The Roanoke Valley Bridal Showcase** expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the Salem Civic Center facilities as a result of or in connection with its operation.
13. Exhibitor agrees to indemnify and hold harmless **The Roanoke Valley Bridal Showcase**, The Leftwich Corporation, the Salem Civic Center and the City of Salem, Virginia from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the setting up or operation of the Exhibitors at **The Roanoke Valley Bridal Showcase**.
14. Door Prize forms will be mailed to the exhibitor prior to the date of **The Roanoke Valley Bridal Showcase**. Follow the instructions on these door prize forms and they will be advertised over the public address system as they are awarded.
15. Returning exhibitors wishing to secure the same booth space as last year must return this agreement and deposit as soon as possible. Booths are reserved on a first-come first-served basis. Please return this contract and your deposit as soon as possible in order to obtain your desired booth space. We will work with you on best placement.
16. Music or speech within an exhibitor's booth must be kept within a tolerance so that the sound level is at least 3 decibels (dB) down at ten (10) feet from the front line of the booth space. Other parameters may be enforced if the audio is objectionable to adjacent exhibitors.
16. Exhibitors, employees of exhibitors, and all other associates of exhibitors acknowledge that all printed forms, advertising materials, logos, service marks, computer files, and other materials used by **The Roanoke Valley Bridal Showcase** are the copyrighted, intellectual property of **The Roanoke Valley Bridal Showcase** and may not be copied, distributed, or used for any other purpose whatsoever. Exhibitor further warrants that he/she will not engage in any competitive activity, including but not limited to, organization, production, or financial interest in bridal trade shows, bridal related exhibitions, newsletters, booklets, or broadcasts that infringe on the concept and trade area of **The Roanoke Valley Bridal Showcase**. The trade area of **The Roanoke Valley Bridal Showcase** is considered to be a 200 mile radius from the geographic center of the City of Roanoke, Virginia. Violation of any of these tenets will subject the infringing party to monetary damages and other remedies set forth in the Uniform Commercial Code of the United States.
17. Cancellation of space. Deposits are not refundable. Cancellation requests made in writing before December 15th will receive a refund of any amount paid over the \$150 per booth deposit. No cancellation refunds will be made after December 15th.
18. Exhibitors are encouraged to secure a rider to their business insurance policy that covers trade show liability, cancellation, and other potential loss. We are not liable if weather or other conditions prevent you from attending and fulfilling your contractual obligation as an exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.

VISA, MasterCard, and American Express are accepted as payment

Acknowledged by: _____

Date: _____