

**Women's Empowerment Expo 2015**  
April 18, 2015  
11:00 am - 8:00 pm - Doors Open at 10:30 am  
The PNC Arena 1400 Edwards Mill Rd Raleigh, NC 27607

<b>For Office Use Only</b> Received on: _____ Received #: _____ Assigned Booth #: _____ Station: _____ AE: _____ Payment Type: _____
--

## VENDOR PAVILION EXHIBIT SPACE RESERVATION AGREEMENT

\_\_\_\_\_  
BUSINESS OR ORGANIZATION

\_\_\_\_\_  
NAME OF PURCHASER

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**Exhibit Space needed:**

WE Vendor Pavilion Exhibit Space .....\$1250.00

*Each WE Vendor Pavilion exhibit space is 8' x 8', w/ 8' backdrop, 3' sidewalls, and includes the following:*

- 1 - 6' skirted table,
- 2 - Chairs
- 1 - Identification sign
- 4 - Exhibitor passes
- 1 - Parking Pass (parking for the North Parking Lot)
- Web Listing on WE website/page

**\*\*\*Please print the company name that you would like printed on your exhibit/table identification sign\*\*\***

\_\_\_\_\_  
**(PLEASE PRINT CLEARLY)**

**PLEASE FAX BACK TO: (919) 863-4863**

## ADDITIONAL AMENITIES

**\*\*\*\* ADDITIONAL AMENITIES DISCLAIMER\*\*\*\***

If you purchase wireless internet there is the possibility that the speed and quality of the wireless internet connections will decrease, at any given time, based on the amount of people accessing the connection. There is nothing that can be done on the day of the show to fix this problem and switching to a hardwire connection will NOT be an option after March 20, 2015.

*Deadline for purchasing electricity, telephone or internet is March 20, 2015. Electricity, telephone lines and internet must be reserved in advance; no purchase can be made after booth assignments; no installations will be made on show day!*

***Please check if desired:***

Please Check	ADDITIONAL AMENITIES	Cost <small>(Per Unit / Per User / Per Connection)</small>	Quantity	Total
<input type="checkbox"/>	Electricity	\$125.00		
<input type="checkbox"/>	Hardwire Internet	\$300.00		
<input type="checkbox"/>	Wireless Internet <i>*Please read the additional amenities disclaimer above*</i>	\$125.00		
<input type="checkbox"/>	Phone (Local and toll free dialing ONLY)	\$125.00		
<input type="checkbox"/>	Phone (Long Distance dialing)	\$200.00		
<b>Total for additional amenities</b>				
<b>Cost of booth space(s)</b>				
<b>TOTAL AMOUNT ENCLOSED</b>				

**PLEASE FAX BACK TO: (919) 863-4863**

## Terms and Conditions of Exhibition:

Radio One presents a professional show that focuses on products, services and events appropriate to consumers in a family environment. Radio One reserves the right to determine the eligibility of any company, product or service, and the right to prohibit any exhibition or product which, in the opinion of Radio One, detracts from the character of the exhibition or any violation of the terms and conditions of exhibition. All materials distributed must be done so from within your assigned exhibit space.

1. **Certified funds, such as a cashier's check or money order or credit card form must accompany all reservations for exhibit space.** All payments must be made in advance (without exception) with this signed agreement. **Personal and/or business checks will not be accepted. Payments should be made payable to Radio One Raleigh and be mailed with a copy of this agreement to:**

Radio One Raleigh ATTN: Accounting  
8001 Creedmoor Road Suite 101  
Raleigh, NC 27613

2. **Solely, Radio One will make all space assignments. VENDORS MAY NOT REQUEST SPECIFIC BOOTH ASSIGNMENTS.** All exhibitor space must be maintained within the allotted exhibitor space. No exhibitor may distribute materials or solicit business from an area other than their designated exhibit space. You will be notified by mail, e-mail, or telephone of confirmation of your space assignment, set-up time, and other stipulations. Exhibitors will be assigned exhibit space on first-come, first-serve basis as received by Radio One. **Radio One reserves the right, in its sole discretion, to make adjustments to the placement of exhibitor spaces.**

3. **Describe Product/Service to be exhibited/sold:** \_\_\_\_\_

*(Exhibitor agrees that there will not be changes in product/service as described above without written permission from Radio One)*

4. **Exhibitors are not permitted to sell food or drinks, i.e. soft drinks, fruit drinks, ice tea, water, etc.**
5. Exhibitors are not permitted to display illicit merchandise, including sexual, drug related or profane materials, as determined by Radio One. No exhibit may interfere with other exhibits by way of objectionable sounds, noise, odor or obstructive activities. **Exhibitors are not permitted to sell unlicensed materials. The sale of audiotapes, videotapes, compact discs, etc. is prohibited.**
6. Exhibitors are expected to keep their exhibit space clean and attractive at all times to present no unsightliness to any adjoining exhibitor. Radio One will provide trash receptacles throughout the exhibition area, but exhibitors are responsible for their own trash.
7. **All Vendor Pavilion exhibits must be assembled and ready for display one hour prior to the doors opening. (NO EXCEPTIONS!) Failure to open and operate your exhibit at the hours scheduled will forfeit your right to your exhibit space. No refunds will be given. Move-in is scheduled from 5:00 am to 9:30 am on the date of the event. Exhibitors must check in between 5:00 am and 8:30 am! The included paid exhibitor parking is in the North Parking Lot. Additional parking will need to be paid to the PNC Arena the day of the event. Exhibitor check - in is at the NORTHWEST loading dock. Please be prompt. In order to provide a safe environment for the attendees of Women's Empowerment Expo 2015, Radio One requires that all exhibitors wait until the end of the event (approximately 8:00 pm) to break down exhibits or move merchandise out of the venue (Fire Marshall specifications).**
8. **Limitation of Liability:** Exhibitor agrees to indemnify and hold harmless **Radio One Raleigh and the venue/facility** from all liability that might follow from any cause including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property.
9. No refund shall be made to any exhibitor who fails to occupy its assigned exhibit space by the time and date of the show opening. Further, Radio One reserves the right to utilize such unoccupied space in any matter it deems appropriate.
10. Booths are sold on a first come, first served basis. **If booths sell out and you have submitted your application, your booth information and payment will be sent back to you. All agreements and payments are firm and non-refundable. The full fee must accompany this application to be accepted.**

I, the undersigned, request exhibitor/booth space and agree to abide by the contract and established rules and regulations that are part of this contract outlined by Radio One. **Due to the difficulty in forecasting consumer-buying habits, Radio One Raleigh assumes no responsibility regarding profits and/or revenues generated at this event.** By signing this document, I acknowledge that I have read, fully understand and agree to all disclaimers, terms and conditions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Market: RALEIGH

# Credit Card Payment Process Form

Business/Organization: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip +four

Type of Card:  Master Card  Visa  Discover

Credit Card Number: \_\_\_\_\_

3 Digits on back of card: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_  
MM YY

Amount of:  Refund  
 Purchase \_\_\_\_\_

For Business Office Use

APPROVED:  YES  NO

Signature of Purchaser: \_\_\_\_\_

**Payment to be applied to:**

Account Executive: \_\_\_\_\_ Station: \_\_\_\_\_

Client name or invoice #: \_\_\_\_\_

Dates to charge card: \_\_\_\_\_

**FAX BACK TO: 919-863-4863**