

Women's Empowerment Expo 2016
April 16, 2016
11:00 am - 8:00 pm - Doors Open at 10:30 am
The PNC Arena 1400 Edwards Mill Rd Raleigh, NC 27607

For Office Use Only Received on: _____ Received #: _____ Assigned Booth #: _____ Station: _____ AE: _____ Payment Type: _____
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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\$1300.00

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

** Vendor Pavilion Exhibit Space (if you want to select your location*).....\$1350.00

***First come, first served basis. Please provide your top 3 choices of desired location** 1st choice _____ 2nd Choice _____ 3rd Choice _____

****Your booth number will determine your move in time and will be included in your confirmation letter. The confirmation letter will be sent out no later than April 1, 2016.**

*****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 18, 2016.

Deadline for purchasing electricity, telephone or internet is March 18, 2016. 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 (Per Unit / Per User / Per Connection)	Quantity	Total
..	Electricity	\$125.00		
..	Hardwire Internet	\$300.00		
..	Wireless Internet *Please read the additional amenities disclaimer above*	\$125.00		
..	Phone (Local and toll free dialing ONLY)	\$125.00		
..	Phone (Long Distance dialing)	\$200.00		
	Total for additional amenities			
	Cost of booth space(s)			
	TOTAL AMOUNT ENCLOSED			

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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. **Radio One will make all space assignments, unless the option to select your own vendor space is selected. Additionally, the exhibitor spaces are FIRST- COME FIRST- SERVED. Selected spaces will be assigned based upon when full payment is received by Radio One.** 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. **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 9:00 am on the date of the event. Exhibitors must check in between 5:00 am and 9:00 am in accordance to your assigned move in time sent in your confirmation letter. If you miss your assigned time, you will forfeit your move in time and will be required to wait until all other vendors have moved in. 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 2016, Radio One requires that all exhibitors wait until the end of the event (approximately 8:30 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: _____

Credit Card Payment Process Form

Card Holder's Name: _____

Address: _____

City State Zip + four

Type of Card: Master Card Visa Amex Discover

Credit Card Number: _____ - _____ - _____

3 digits on back of card: _____ (or 4 digits on front if American Express card)

Expiration Date: ____ / ____
MM YY

Amount of: Refund
 Purchase _____

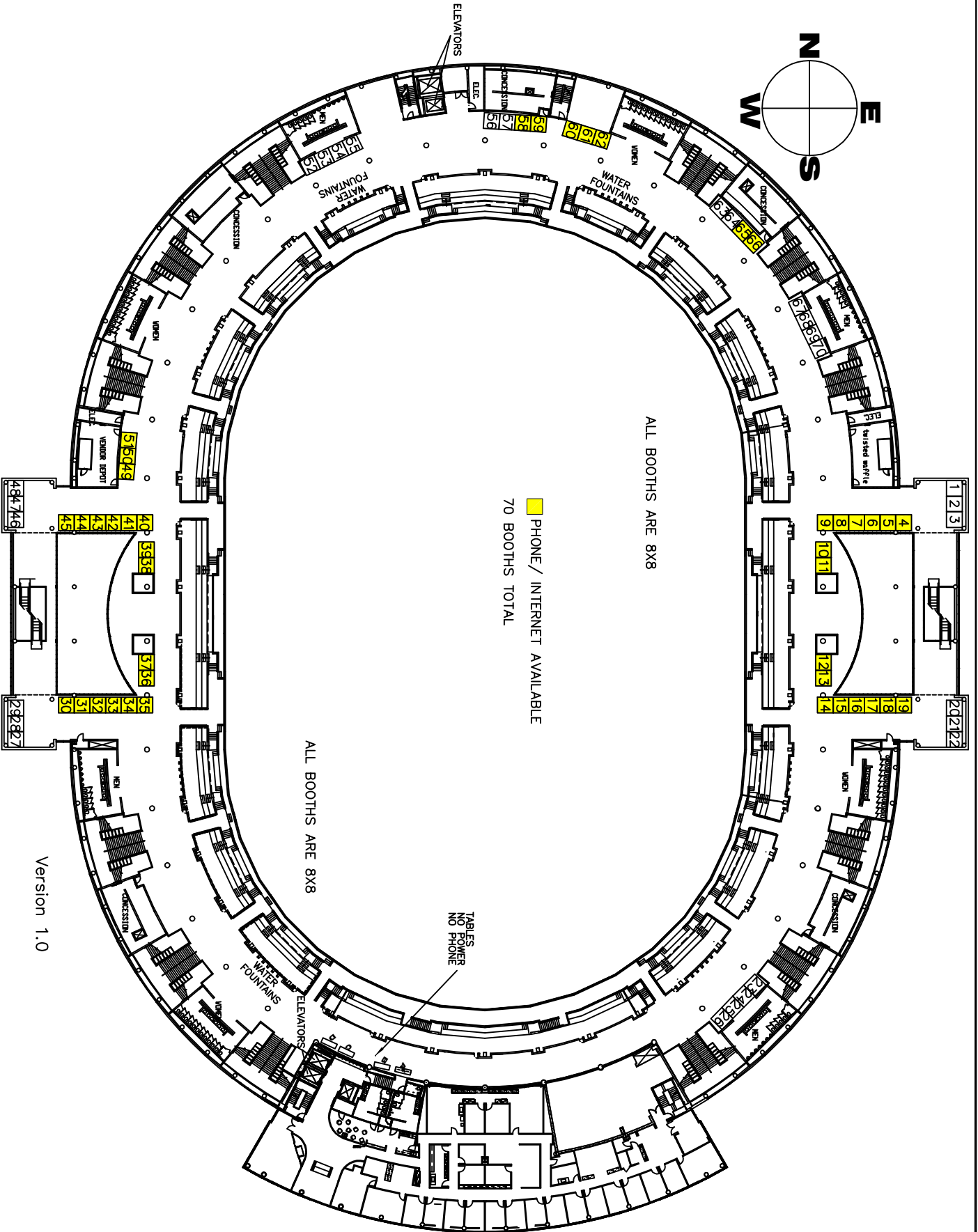
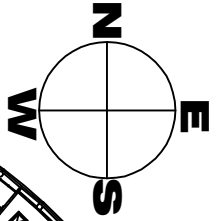
for business office use
Approved: yes no

Signature of Purchaser: _____

Payment to be applied to:	
Account Exec. _____	Station _____
Client name or invoice # _____	
Dates to charge card _____	

**If Using American Express,
we will need a copy of the front and back of the credit card along with a valid ID**

FAX BACK TO : 804-501-0755



Rev Date: 1/12/2016
 File: Upper Concourse - 70 Booths.dwg

Upper Concourse
 Overview 2016



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 Raleigh, North Carolina 27607
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Version 1.0