

Women's Empowerment Expo 2017
April 22, 2017
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

Please list top 3 choices of booth location 1.____ 2.____ 3.____

(Booths 10/11, 49/50, 58/59, 61/62, 65/66 are NOT available)

**First come, first served basis*

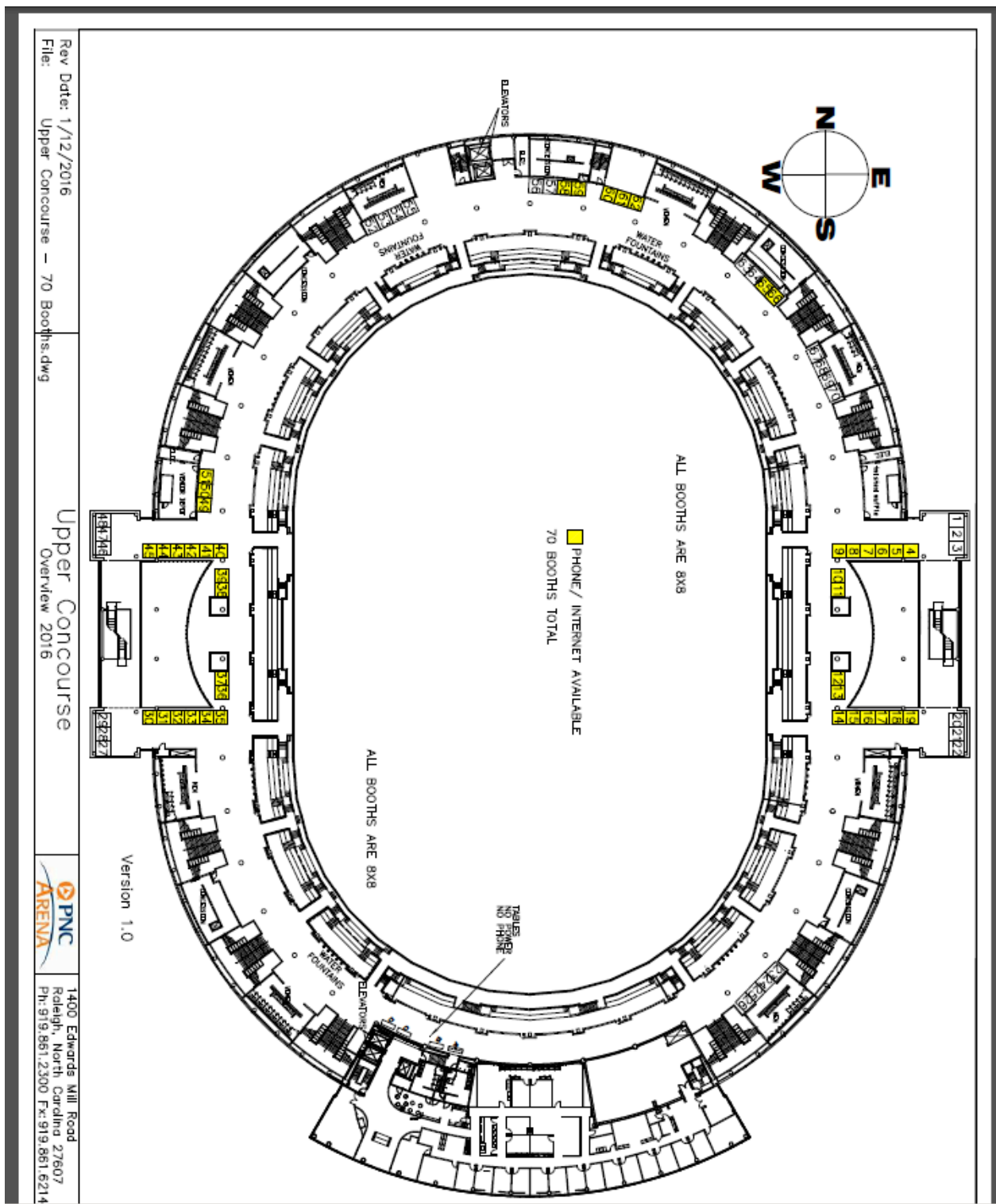
****Your booth number will determine your move in time and will be included in your confirmation letter. The confirmation letter will be sent out no later than April 7, 2017**

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

(PLEASE PRINT CLEARLY)

PLEASE FAX BACK TO: (919) 863-4862

MAP LAYOUT OF PNC ARENA



ADDITIONAL AMENITIES

**** ADDITIONAL AMENITIES DISCLAIMER****

Since Wireless internet is complimentary 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 17, 2017.

Deadline for purchasing electricity, telephone or internet is March 17, 2017. 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 *Please read the additional amenities disclaimer above*	Complimentary		
<input type="checkbox"/>	Phone (Local and toll free dialing ONLY)	\$125.00		
<input type="checkbox"/>	Phone (Long Distance dialing)	\$200.00		
Total for additional amenities				
Cost of booth space(s)				
TOTAL AMOUNT ENCLOSED				

*Describe Products/Items to be sold:

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

NC SALES & USAGE NUMBER: _____

***If you are SELLING products you must provide your NC Sales and Usage Number. This is NOT the same as your tax ID number. If you do not have an NC Sales and Use Number, please visit**

<http://www.dor.state.nc.us/downloads/sales.html> to obtain your number. It is FREE and usually immediate.

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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. 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.**
- 2. Exhibitors are not permitted to sell food or drinks, i.e. soft drinks, fruit drinks, ice tea, water, etc.**
3. 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.**
4. 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.
- 5. 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 in accordance to your assigned move in time sent in your confirmation letter. 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 2017, 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).**
6. **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.
7. 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.
8. 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: _____

PAYMENTS FOR WOMEN'S EMPOWERMENT

*Space is not considered sold until payment in full is made.

Go to: <https://secure.billtrust.com/RADIO-ONE/ig/one-time-payment/nv>

- Type your Company Name as one word in ALL CAPS, NO SPACES.
*For Example: Radio One would be entered as **RADIOONE***
- Enter valid bank or credit card information, completely fill-in all other applicable information and click on next.
- Review your information, click on authorize and then confirm your payment.
- You will receive a confirmation e-mail from Radio Once, once your payment has been received and processed.
- All payments must be made in ADVANCE with the signed agreement. NO EXCEPTIONS
- Questions? Please e-mail astallings@radio-one.com