

FOR OFFICE USE ONLY

Received on: _____
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Assigned Booth #: _____
Station: _____
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Women's Empowerment Expo 2009

March 28th or April 4th, 2009

12:00 noon - 8:00 pm - Doors Open at 11:00 am

The RBC Center 1400 Edwards Mill Rd Raleigh, NC 27607

VENDOR PAVILION EXHIBIT SPACE RESERVATION AGREEMENT

BUSINESS OR ORGANIZATION

NAME OF PURCHASER EMAIL TELEPHONE NUMBER

MAILING ADDRESS CITY, STATE, ZIP CODE

SPACE IS LIMITED! EXHIBIT SPACE COST IS \$950 prior to December 1st, 2008; \$1,100 thereafter.

Exhibit space is 8' x 8', w/ 8' backdrop, 3' sidewalls, includes a 6' skirted table, two (2) chairs, an identification sign, two (2) exhibitor passes and one (1) parking pass located in North Parking Lot

Please check if desired:

Electricity - \$100 _____

Telephone line - \$200 _____

Internet Access - \$200 _____

Additional Vendor passes (max. 2 additional) - \$25 each _____

Additional Parking passes (max. 2 additional) - \$10 each _____

Total Enclosed: _____

Note: Electricity and telephone lines must be reserved in advance; no installations will be made on show day!

Note: For your safety, we allow only four (4) people in each 8 x 8 exhibit space. Exhibitor passes are for admission to the exhibit areas only. They are not for seats in the arena! Exhibitor passes on show day are \$50.00 each and are limited to two (2) per exhibit space. Due to a limited amount of parking spaces, each exhibitor space will receive one (1) parking pass. Example: If you purchase two (2) 8' x 8' exhibit spaces, you will receive four (4) exhibitor passes and two (2) parking passes.

COMPANY NAME FOR EXHIBIT IDENTIFICATION SIGN (PLEASE PRINT CLEARLY)

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:**

**NTR/Special Events Radio One – Raleigh
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 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 exhibits must be assembled and ready for display by 10:00 am, 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 10:00 am on the date of the event. Exhibitors must check in between 5:00am and 9:00 am! The included paid exhibitor parking is in the North Parking Lot. Additional free exhibitor parking is located at the LOT C parking area of the RBC Center. 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 2009, Radio One requires that all exhibitors wait until the end of the event (approximately 8:00pm) 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. All payments and agreements must be received by **February 1st, 2009.** If the booths sell out prior to that date 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.**

Name: _____

Date: _____

Signature: _____