



Registration Form for Vendors

2018 Spring Career & Lifestyle Fair

Tuesday, May 1, 2018

9 am - 1:30 pm

Berglund Center Special Events Hall - 710 Williamson Road

If your organization wishes to participate in this free event, kindly complete this form and return by **April 15** to fax number 540.853.1213 or email the form to lisa.soltis@roanokeva.gov.

Name of Organization	
Contact Name	
Street Address	
City	
State	
Zip Code	
Phone	
Website Address	
Contact Email	
*Electricity for \$50?	_____ Yes _____ No
Wireless? (no cost)	

Participants should arrive *no later than 8 am* for set up. You will receive an 8' table and two chairs at your 10' space.

Vendors must provide ***their own table covering.***

*If you require electricity for your booth, you will be invoiced for \$50 which must be paid no later than April 15, 2018.

Beverages will be provided to vendors only. AND, we ask all vendors to ***PLEASE keep your booth opened and assembled until the 1:30 pm event conclusion.***

For more information, please contact Lisa Soltis at lisa.soltis@roanokeva.gov or by telephone at 540.853.1694.