



Registration Form for Vendors
Spring Career, Lifestyle and Financial Fitness Fair
Wednesday, April 27, 2016
8:30 am - 2 pm
Berglund Special Events Center

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? | <input type="checkbox"/> Yes <input type="checkbox"/> 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, 2016.

COFFEE, TEA and HOT CHOCOLATE will be provided. AND, we ask all vendors to PLEASE keep your booth opened and assembled until the 2 pm event conclusion.

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