



## 2016 Business to Business Showcase

**Tazewell County Fairgrounds**

Thursday and Friday, October 20-21, 2016

### CONTRACT

The undersigned agrees to reserve exhibit space at the 2016 Tazewell County Business to Business Showcase under the following terms and conditions:

**The undersigned hereby agrees to reserve one vendor space, as indicated below. Each vendor space includes one table, two chairs, one 7" x 44" company sign/banner, skirt, pipe and drape.**

The undersigned agrees to be bound by the Vendor Rules and hereby represents an intention to exhibit the following: (List the products or service to be exhibited)

Product: \_\_\_\_\_

Service: \_\_\_\_\_

Signature of Organization Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

Firm or Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please note the following:**

If your business plans on giving away a door prize, please collect business cards at your booth and we will draw winners beginning at 1:00 on Friday, October 21st.

**Door prizes should be valued at \$25 or more.**

Please include a list of names from your organization that will be attending the following events:

Reception – Limit 4: \_\_\_\_\_

Showcase – Limit 2: \_\_\_\_\_

**Please note regarding electricity at booths:** We have a limited number of available outlets for electricity so please mark on your contract if you require electricity. The booths with available outlets will be distributed on a first come first serve basis.

**Please complete and return Page 1 of this contract by October 14, 2016.** Send by regular mail to Pam Warden, Tazewell County, 108 East Main Street, Tazewell, VA 24651, by fax to 276-988-2996, or by email to pwarden@tazewellcounty.org. Call 276-385-1271 or 276-385-1550 should you have further questions.

**Booth assignments** are made on a first come, first serve basis.

**Breakdown of Exhibits** – In the interest of fairness to exhibitors and attendees alike, no exhibitor will be allowed to break down display until 2:00 p.m. Friday, October 21, 2016 unless other arrangements have been made in advance.

### Agenda

#### Thursday, October 20, 2016

1 p.m. - 5 p.m. Vendor Set Up (Nuckolls Hall)  
6 p.m. Business After-Hours Reception (Fuller/Peery Building)

#### Friday, October 21, 2016

9 a.m. – 2 p.m. Business to Business Showcase (Box Lunch will be provided at Noon for two employees from your business)

**For Participating Vendors: Further information will be sent at a later date.**

### VENDOR RULES

1. Items must be kept within the confines of the vendor booth spaces.
2. Neither the Tazewell County Board of Supervisors, nor partnering sponsors shall in any way, manner or amount be responsible for the theft, damage, or destruction to applicant's merchandise on display, or personal property, howsoever arising.
3. Applicant, its employees, and agents do hereby and hereafter release, relieve, and agree to indemnify the Tazewell County Board of Supervisors, and partnering sponsors, its member, agents, sponsors, affiliates, servants, and employees of and from all manner of claim, damage suit, judgment, decree cost, expense and injury, personal or property howsoever arising, whether at law or in equity, arising out of the actions, display, and/or related activities at the Business to Business Showcase whether by applicant, its agents or employees, invitees or business visitors.