

Vendor Booth Application

2007 North Carolina Master Gardener Conference
NC State University
Oct 9-10, 2007

Business Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip _____

Telephone: _____

Email: _____

Names of employees manning the booth:

Expenses

10' x 10' booth	\$175.00	_____
additional booth	\$125.00	_____
electrical outlet	\$10.00	_____
meal tickets	\$50.00	_____
additional table	\$10.00	_____
sign	\$10.00	_____
Total		_____

A 50% deposit is needed to accompany this application to hold booth space.
Total amount is due by Sept 1, 2007

Make payable to:
NC State University

Mail to:
NC State University
Att. Erv Evans
Campus Box 7609
Raleigh, NC 27695

Print name

Signature

Date

Terms and conditions on the back side

Basic Terms and Conditions

The product, services, etc. being promoted by your company must be horticultural in nature.

You may distribute literature, sample products, prepackaged snacks, promotional items, etc. You can not make direct sells at the conference. (example sell live plants, chemicals etc. with onsite delivery)

The 10' x 10' booth will include one 8 foot skirted table and two chairs. Additional tables, signage, chairs and electrical outlet are available for an additional fee.

Booth space assignment will be made on a first come, first served basis determined by receipt of application and 50% deposit.

Ideally, the booth should be staffed by one or two people during trade show hours.

Set up time will be on Tuesday Oct 9 from 7:00 am to 9:00 am. Take down time will be on Weds Oct 10 from 4:00 to 5:30 pm.

No booth may obstruct the general view or access to surrounding displays, aisles, or public space within the trade show area. No booth shall use audio equipment to enhance their voice to attract individuals.

Your company name will be included in the conference proceedings.

The trade show hours for conference attendees will be as follows:

Tuesday: 9:30 am to 10:00 am
 12:00 noon to 1:30 pm
 2:30 pm to 3:00 pm
 5:00 pm to 6:00 pm

Weds: 7:30 am to 8:30 am
 9:30 am to 10:00 am
 12:00 noon to 1:30 pm
 3:30 pm to 4:00 pm

Cancellation: The conference committee may issue a refund provided the cancellation is made 30 days in advance and the booth can be reassigned to another vendor.

Neither NC State University, McKimmon Center nor the Master Gardener program are responsible for damage or loss of vendor display items

Questions regarding vendor space should be directed to:

Erv Evans, NC State University, 51 Kilgore Hall, Campus Box 7609, Raleigh, NC 27695

Email: Erv_Evans@ncsu.edu

Phone: 919-515-5378

FAX: 919-515-7747