



COASTAL VIRGINIA  
HOSPITALITY  
**EXPO**

VIRGINIA  
BEACH  
CONVENTION  
CENTER

THURSDAY  
FEB. 1  
2018

11AM  
TO  
5:PM

# VENDOR APPLICATION 2018 (Associate Members)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## VENDOR NEEDS

Please select each item you will require.

Electric \$85       Wi-Fi access: You will need to use your hotspot

\_\_\_\_ Vendors Booth Early Bird Rate: \$250.00 (Payment must be received by 12/31/17)

\_\_\_\_ Vendors Booth After Early Bird Rate: \$350.00 (Payment after 1/01/18)

\_\_\_\_ HR Chamber Members \$350 Early Bird and \$450 after 1/1/2018

\_\_\_\_ Non-Member Vendors Booth Rate: \$600.00

Exhibitor Representative Names:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Signature \_\_\_\_\_

Will you be offering any special incentives/discounts to participants? \_\_\_\_\_  
If yes, please describe. \_\_\_\_\_  
Date Y N

**All Sponsors** will receive one 6 foot banquet table with a tablecloth and 2 chairs. Additional tables and chairs are available for an additional fee.

**Vendors** will have access to space for set-up by 8am. All vendors must be set by 10:00am on the day of the event. If you need extra time for set-up please notify us prior to the event.

- A diagram listing your table location will be sent prior to the event.
- Any signage must be displayed on your table, self-standing or hung on the wall with approved items (contact Billie Blattel for approved hanging devices)
- Vendors will not be allowed to break down booth prior to the event end time of 5pm. Vendors will be responsible for cleaning their stations prior to leaving.

To reserve your space, email this signed form to [billie@greysheet.com](mailto:billie@greysheet.com).

**Mail Full Payment**, along with a copy of this form to: Virginia Beach Hotel Association, 1023 Laskin Road, Suite 111, Virginia Beach, VA 23451. You may also pay by credit card. Email Billie regarding details.



The Coastal Virginia Beach Hospitality Expo is a joint venture of the Virginia Beach Restaurant Association, Virginia Beach Hotel Association and the Hampton Roads Chamber