

NewGWC Black Friday Weekend Holiday Show

Saturday, November 24, 2018

9:00 am – 3:00 pm

NewGWC Multi-Purpose Center

3025 S Military Hwy

Chesapeake, VA 23322

REGISTRATION FORM

Contact Person's Name: _____ Business Names: _____

Address: _____ City: _____ State: _____ Zip: _____

Best Phone# to Reach You: _____ Email Address: _____

Items for Sale: _____

List Specific Brand of Merchandise if applicable (i.e. Mary Kay): _____

Please list any special needs or Space requirements (Please let us know if your set-up has solid walls): _____

DESCRIPTION (Tables are NOT included with space rental)	COST	QUANTITY	AMOUNT
Registration Fee (Includes a 10'X10' Display Space)	\$35.00		
2' Tables (Must be ordered by November 9, 2018)	\$2.00/ea.		
4' Tables (Must be ordered by November 9, 2018)	\$4.00/ea.		
6' Tables (Must be ordered by November 9, 2018)	\$6.00/ea.		
8' Tables (Must be ordered by November 9, 2018)	\$8.00/ea.		
Chairs (Must be ordered by November 9 2018)	No Charge		\$0.00
Optional Charitable Donation to NewGWC	\$		
TOTAL REMITTED			

No registration fees will be refunded. Subleasing of Display Space is not allowed.

All unused fees will be designated as a charitable contribution to NewGWC

Please read and sign page 2. Unsigned forms will be returned.

Benefiting _____



NewGWC Helping Hand Ministry

Proceeds will allow NewGWC to continue providing food for low income families.

Registration Questions

Call: (757) 449-5350 | (757) 485-3162

Email: ngwc14@verizon.net

Send cash payments to:
NewGWC via Cash App or
Ngwc14@verizon.net for
PayPal

OFFICE USE ONLY
Date Payment Rec'd _____ Rec'd by: _____
Amount Rec'd: _____ Amount Owed: _____
Circle One: CASH CK # _____
NOTES:

NewGWC Black Friday Weekend Holiday Show INFORMATION SHEET

I understand that registration fees are non-refundable and non-transferable. Should I cancel, I understand that my forfeited fees will be designated as a charitable contribution to NewGWC.

EVENT SCHEDULE:

Saturday, November 24, 2018: 9:00AM to 3:00PM Setup in NewGWC.

Setup Time: Between 7:15AM and 8:45AM. Please check in at the Information Table.

SPACE FORFEITURE: Vendors who have not arrived by 8:45AM on Saturday will forfeit their space unless prior arrangements have been made with registrar. Registration fees will not be refunded. Subleasing of space is not allowed.

ELECTRICITY: If you need electricity, bring necessary extension cords (we recommend 50') and power strips. Someone may have to run an extension cord through your space to supply electricity. Electricity is free to exhibitors.

TABLES AND CHAIRS: Standard set-up DOES NOT INCLUDE tables or chairs. These must be pre-ordered. Extra charges will apply for any tables requested on set up day. Vendor is responsible for setting up their own tables if not pre-ordered.

INTERNET SERVICE: WI-FI is not available.

MONEY AND PETTY CASH: Bring plenty of change; we do not provide cash to make change.

GIVEAWAYS/DRAWINGS: All Vendors are responsible for providing at least one (1) FREE "brand" product or service to NewGWC for a giveaway/drawing.

PACKING UP: Do not begin packing up your space prior to 3:30 PM on Saturday. Thirty minutes timeframe is allotted for vendor giveaways and or raffles. This will be considered a policy violation.

NewGWC GUIDELINES:

- No taping to walls, curtains, columns, metal frames (Command hooks are acceptable).
- No items may be suspended from the ceiling.
- No nails, staples, or pins are to be used to attach items to any area in NewGWC.

I have read and agree to the above requirements:

Signature

Date

OPTIONAL MARKETING: Please provide the following information if you would like to be featured on NewGWC Facebook page, Facebook event page, or other such advertising efforts made by NewGWC.

Business Website or Facebook page: [WWW](#)

OPTIONAL PHOTO/VIDEO RELEASE: I hereby give permission for the images of me and/or my booth captured during NewGWC Black Friday Weekend Holiday Show through video or camera, to be used solely for the purposes of NewGWC promotional material and publications and waive the rights of compensation or ownership thereto.

Signature of Participant: _____

You may submit your form & logo via email to: ngwc14@verizon.net