



OFFICE USE

Date Received: _____
Date Entered Into MM: _____
Vendor Booth #: _____
Sold By: _____

VIRGINIA WINE // CRAFT BEER // DISTILLED SPIRITS // FARM TO TABLE



Exhibitor Contract

Coastal Virginia Magazine Wine Fest
January 27, 2018
Virginia Beach Convention Center
Virginia Beach, VA, 23451

PLEASE PRINT CLEARLY

Business Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Contact Person: _____

Telephone: _____

Email: _____

Website: _____

Best Day/Time To Reach You: _____

Names of your exhibitor staffers for vendor passes (Limit 6 for wineries and Limit 4 for others):

APPLY ONLINE at www.CoVaWineFest.com

Send completed contract with credit card info or check made payable to Vista Graphics, Inc. attention Johnnetta Hammock

Email to: Johnnetta@vgnet.com **Mail to:** VistaGraphics, Inc. 1264 Perimeter Parkway Virginia Beach, Virginia 23454

For general questions regarding exhibit space contact 757.422.8979 ext.128

Addendum A

Booth Packages

Included in booth packages: Pipe and drape with 8' backs and 3' sides, skirted rectangle table(s), two chairs, vendor sign. Exhibitors may use their own tables and linens if they choose. Supply of extra tables is not guaranteed and will be given out on a first-come first-served basis.

Not included in booth packages: Electricity. **Exhibitors are responsible for the purchase of electricity.** This may be done through the Virginia Beach Convention Center on-site business center during load in day or online at www.visitvirginiabeach.com prior to day of event. See terms and conditions.

Booth Rates (includes \$10 VA Beach Community License Fee, Wi-fi internet service for the day, Ice for wineries only.)

Wineries

- 9x10 (end cap) \$395
- 9x20 (end cap) \$570
- 9x30 (end cap) \$620
- 9x40 (stand alone end cap) \$645

All Other Vendors

- 9x10 (middle:in-between other booths) \$310
- 9x10 (end cap) \$385
- 9x20 (end cap) \$550
- 9x30 (end cap) \$600
- 9x40 (stand alone end cap) \$625

APPLICATION/PAYMENT METHODS:

To reserve your space, exhibitors must pay in full at time of application process

Online by credit card at CoVaWineFest.com

Email completed contract with credit card info to Johnnetta@vgnet.com

Mail completed contract with payment by check to VistaGraphics, Inc. ATTN Johnnetta Hammock, 1264 Perimeter Parkway Virginia Beach, Virginia 23454

CHECK

Checks should be written in the full amount and made payable to Vista Graphics, Inc. Payment and completed contract should be mailed to VistaGraphics, Inc. ATTN Johnnetta Hammock, 1264 Perimeter Pkwy, Virginia Beach, VA 23454

CREDIT CARD *See Attached Credit Card Authorization Form

Accepted Cards: VISA MASTER CARD **American Express Is Not Accepted**

~WINERIES ONLY-- MUST submit a Certificate of Insurance when submitting a signed contract.

~WINERIES are responsible for obtaining a Remote Permit and said permit must be posted in plain view in their booth space.

~A flat Rate of \$85 will be paid by VistaGraphics,Inc. to the winery for the wine that is sampled. This is issued within two weeks after the festival.

*Print Name: _____

*Sign Name: _____ *Date: _____

By signing the above, I agree to the charges described hereon & authorize VistaGraphics, Inc. to process the above credit card for these charges. I agree to pay in full these charges in accordance with the standard policy of the company issuing the credit card. I agree to the terms & conditions and cancellation policy as stated in the contract. Under penalty of U.S. Federal Laws & the laws of the State of Virginia, I certify the foregoing is true and correct.

Terms and Conditions
PLEASE READ CAREFULLY

1. General Information:

- Exhibitors shall not sublet their booth space to anyone.
- VistaGraphics, Inc. does not guarantee specific volumes or levels of wine fest attendance. Exhibitor shall not be entitled to any refund, in full or in part, of any amounts paid based on actual attendance level.
- No pets are allowed.
- VistaGraphics, Inc. accepts no responsibility for exhibitor items left overnight.
- No outside food or drinks are allowed inside the exhibit hall per the Virginia Beach Convention Center rules and regulations.
- Exhibitors may use their own booth signs/banners.
- Pour times begin at Noon and will end 30 minutes prior to closing of event day.
- Teardown/Load out prior to event closure is strictly prohibited. This is a distraction and danger to guests and other vendors.

2. Cancellations/Refund Policy

- A 100% refund will be given with a written request received 45 days prior to event if the space can be filled from a waiting list. No refunds will be given for any request received after this time.

3. Insurance/Outside Food Sampling Application

- **Certificate of Insurance (wineries only) must be submitted with exhibitor contract at the time of application process.** Each exhibiting winery must obtain a Certificate of Insurance. Certificate of Insurance must name as loss payees VistaGraphics, Inc., Coastal Virginia Wine Fest, City of Virginia Beach, Virginia Beach Convention Center and The Noblemen and be obtained by exhibitor at their own cost with limits of at least \$1,000,000 combined single limits and including bodily injury and property damage.
- **A FOOD SAMPLING APPLICATION (for those serving food samples) must be submitted for approval from the Food Service Provider's General Manager two (2) weeks prior to the start of the event and receive Virginia Beach Health Department approval. Submission of an application does not mean an automatic approval, so please get your application in before the 2 week prior deadline. This application must be submitted online at www.visitvirginiabeach.com/conventioncenter/food-sampling-form/**

4. Electricity/Internet

- Exhibitors who require electricity **MUST PURCHASE** through the Virginia Beach Convention Center Business Center on-site or online at www.visitvirginiabeach.com/conventioncenter/exhibitorservices Payment is required before any services are delivered to your booth. For assistance using the online ordering or if you have any questions, please contact the Business Center directly at 757-385-2189 or e-mail at [VBCCretail@vb.gov.com](mailto:VBCCretail@vb.gov).
- Internet service will be available with all booth purchases. Maximum value of Internet service is \$15.
- If you need assistance or have any problems connecting during the event, please contact Ryan McCart General Manager, Technology Services of Smart City DIRECTLY at C: 609-204-7382, O: 609-449-3446, Email: rmccart@smartcity.com or Helpdesk at (888) 243-5685.

5. Acts of God, Fire, Strikes, Terrorism, etc.

- In the event that any outside cause such as war, in or outside the United States of America, fires, strike, terrorism or Act of God such as earthquakes, or other emergency prevents the VistaGraphics, Inc./Coastal Virginia Wine Fest from being held, show management may retain such part of exhibitor's rental as shall be required to compensate management or the facility for expenses incurred up to the time such contingency shall have occurred.

6. Photography/Videography

- The show management may at its discretion at any time use photographs, videos, logos and testimonials of any exhibitor for VistaGraphics, Inc./Coastal Virginia Magazine Wine Fest's publicity use.

**By signing, I have read and agree to the above terms and conditions.
Please see Addendum A for prices and payment procedures.**

Sign Name: _____

Please visit CoVaWineFest.com for updates and more information.

Credit Card Payment Authorization

I/we the undersigned, authorize VistaGraphics, Inc. to charge my exhibitor space purchase, to the credit card indicated below. I understand that the processing on the amount(s) to be charged shall not take place prior to the date(s) given below.

Please print clearly

Company Name _____

Card Holder Name _____

Card Number _____



Circle One

Expiration Date ____/____/____ CVV code ____ Amount to be Charged \$ _____

Card Billing Address _____

Date(s) to be processed _____

Signature _____

Accepted by

Date

Print Name Clearly _____

Email Address _____

VistaGraphics, Inc. will take reasonable and prudent measures to protect the security of these transactions. Any concerns or questions regarding these transactions should be addressed to the Accounting Department at 757-422-8979 or fax 757-422-9092.



1264 Perimeter Parkway • Virginia Beach, VA • 23454