



Return to Roots' Southwest Virginia Business Showcase & Job Fair

Sponsor & Exhibitor Registration Form

Company Name: _____

Contact Name: _____ Title: _____

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

Phone: _____ Fax: _____ Email: _____

Select Your Event Option

Event Sponsorship Package \$1,000.00
(Premium, 10 available)

- **Includes all amenities of the Exhibitor Package**
- Premium table spot
(view floor plan for details)
- Two tables
- Your logo placed on all event advertisements
- 30-Day Logo Sponsor on RTR website
(www.ReturnToRoots.org)
- Logo display on projection screen
(streaming 11 hours)
- Priority Slots for Interview Room
(1 hour)
- Up to four representatives may attend
- 1 meal for each representative

Exhibitor Package \$300.00
(Standard, 40 available)

- 1 table (6' x 2')
- 1 Table Cloth (Black)
- 2 Chairs
- Electric Outlet
- Up to two representatives may attend
- 1 meal for each representative

Non-Profit Package \$250.00
(Standard, limited availability)

- Includes all of the exhibitor package amenities at the non-profit rate.

Logo Display on Projection Screen \$70

Exhibitors and Non-Profits can also have their logo displayed throughout the event for an additional cost of \$70. It will be visible on our multimedia projector-LCD for all participants to observe.

Select Your Method of Payment

Credit Card (circle one):		
MasterCard	Visa	Discover
Card Number: _____		
Expiration Date: _____		
<i>A service charge of 3.5% will be added to all credit transactions.</i>		

Check:
Enclosed is my check for \$ _____
<i>Please make all checks payable to Virginia Economic Bridge.</i>
<i>Please note Return to Roots in the check memo</i>

Please read and then print your name and sign/date below

Liabilities: Neither Return to Roots, the company leasing the facility nor participants of "Return to Roots Southwest Virginia Business Showcase & Job Fair" will be liable for any loss or damage to the property of exhibitors or their employees due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of provided space or building. The exhibitor agrees to indemnify and hold harmless Return to Roots, the company leasing the facility and participants of "Return to Roots Southwest Virginia Business Showcase & Job Fair" against any and all liability arising from any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons. I certify that the above named company understands the terms of liability.

Printed Name: _____

Signature: _____

Date: _____

Return completed forms and payment to Return to Roots no later than
Friday, September 25, 2009.

If you have any questions or need further assistance, you can contact us through the following options:

Return to Roots
c/o Virginia Economic Bridge
P.O. Box 3768
Radford, VA 24143
Email: scullop@vebinc.org

Phone Number:
540.731.6800
Fax Number:
540.731.6808



Return to Roots' Southwest Virginia Business Showcase & Job Fair

General Information for Event Sponsors, Exhibitors & Non-Profits

Saturday, October 8, 2009, 2:00 pm to 7:00 pm
Return to Roots' Southwest Virginia Business Showcase & Job Fair
The Grand Hall, Southwest Virginia Higher Education Center
Located on Interstate 81 at Exit 14, in Abingdon, VA

Important Dates

Friday, September 25	Registration Deadline
Thursday, October 8	12:00 pm – Event set-up begins 2:00 am – Event begins 7:00 pm – Event ends, breakdown of company tables

Check-In

Upon arrival, representatives will be directed to the check-in table where they can pick up an informational packet and receive direction to where their tables are located. Name tags will also be distributed at the check-in table.

Resources

Electrical outlets are available at all table locations for companies to use should they choose to do so. However, extension cords will not be available, so plan accordingly. Wireless internet is also available for anyone to use at no charge.

Prizes and Giveaways

We encourage you to offer door prizes for the event. We are able to announce any results of drawings for you over the PA system in the Grand Hall. There will also be a grand prize drawing for attendees awarded at the conclusion of the event. If you are a food-based business, we also encourage you to bring samples to distribute.

Dinner

A meal will be provided for exhibitors per the event option selected.

