



Registration Form for Vendors

2018 Spring Career & Lifestyle Fair

Tuesday, May 1, 2018

9 am - 1:30 pm

Berglund Center Special Events Hall - 710 Williamson Road

If your organization wishes to participate in this free event, kindly complete this form and return by **April 15** to fax number 540.853.1213 or email the form to lisa.soltis@roanokeva.gov.

Name of Organization	
Contact Name	
Street Address	
City	
State	
Zip Code	
Phone	
Website Address	
Contact Email	
*Electricity for \$50?	_____ Yes _____ No
Wireless? (no cost)	

Participants should arrive *no later than 8 am* for set up. You will receive an 8' table and two chairs at your 10' space.

Vendors must provide ***their own table covering.***

*If you require electricity for your booth, you will be invoiced for \$50 which must be paid no later than April 15, 2018.

Beverages will be provided to vendors only. AND, we ask all vendors to

PLEASE keep your booth opened

and assembled until the 1:30 pm event conclusion.

For more information, please contact Lisa Soltis at lisa.soltis@roanokeva.gov or by telephone at 540.853.1694.