



## Registration Form for Vendors

### 2017 Spring Career & Lifestyle Fair

Tuesday, May 9, 2017  
8:30 am - 1:30 pm  
Berglund Center Special Events Hall

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](mailto: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, 2017.

COFFEE, TEA and HOT CHOCOLATE will be provided. 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](mailto:lisa.soltis@roanokeva.gov) or by telephone at 540.853.1694.