

Instructions

Step 1: Mark your selections below under Payment Amount & Method (select exhibit booth space, partnerships and sponsorships).
Step 2: Fax completed form to (703) 740-1941 or email to LPowell@eventPower.com.
Step 3: Register personnel through the conference Website.
Notes: Booth numbers are subject to change.
 Sponsor instructions are emailed and posted on the event Website. Program guide information will be requested via email.
This Commonwealth of Virginia contract is for exhibit space, sponsorships, and/or advertising as noted below, by and between Direct Marketing Productions, Inc. (doing business as: eventPower), and the Exhibitor named herein. The Exhibitor agrees to comply with all Terms and Conditions appearing in this contract and further agrees that this contract is binding on all parties and can be amended only in writing by both parties.

Company & Contact Information

Company Name: _____			
Contact 1: _____		Contact 2 Billing Contact: _____	
Street Address: _____		Street Address: _____	
City State, Zip: _____		City State, Zip: _____	
Email Address: _____		Email Address: _____	
Phone #: _____	Fax: _____	Phone #: _____	Fax: _____

Contract Acceptance (signature is required)

This contract is accepted as binding by the following Exhibitor Representative:

Signature: _____	Printed Name: _____	Date: _____
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Invoicing Policy, Payment & Cancellation Terms & Conditions

Invoicing: Invoices will be sent by email. If you wish to receive a printed copy please check the box below:
 Please send a printed invoice to our company billing contact (contact 2 above).

Payment: 50% payment is due at 180 days prior to the program start date with the remaining 50% due at 90 days prior to the program start date. Companies are 50% liable for contracted funds at 180 days prior to the program and 100% liable for contracted funds at 90 days prior to the program.

Cancellation: Cancellations must be received by email from a representative of the company signing this contract and confirmed as accepted by email from eventPower. Cancellations received at or after 180 days of the event start date but prior to 90 days of the event start date will be 50% liable for contracted funds. Cancellations received at or after 90 days of the event start date will be 100% liable for contracted funds.

Payment Amount & Method

Partnership Package: \$ _____	Booth Selection: 1 st choice _____ 2 nd choice _____ 3 rd choice _____ (booth numbers are subject to change)
Sponsorship /Advertising: \$ _____	
Exhibit Space: \$ _____	P.O. #: _____
Discount: \$ _____	W-9 Form: To obtain eventPower's W9 form visit www.eventPower.com/w9
Total Contracted Amount: \$ _____	
Payment Method:	<input type="checkbox"/> Check Payable to: eventPower Mail to: eventPower, Accounts Receivables, 5205 Woodleaf Court, Centreville VA 20120 <input type="checkbox"/> Credit Card A confirmation email will be sent with an Invoice attachment. A link to a secure online credit card payment portal will be provided at the bottom of the invoice. <input type="checkbox"/> Wire Transfer A confirmation email will be sent with an Invoice attachment. Wire transfer information will be provided on the invoice. Send wire transfer confirmations to SComer@eventPower.com

Send Check Payments To:

Payable to: eventPower
 Accounts Receivables
 5205 Woodleaf Court
 Centreville, VA 20120

Event Production Company/Merchant Contact Information:

Direct Marketing Productions, Inc. DBA: eventPower 5205 Woodleaf Court Centreville VA 20120	Laurie Powell, Director of Sales Telephone: (703) 740-1940 Fax: (703) 740-1941 Email: LPowell@eventPower.com Website: www.eventPower.com
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