

**The Largest and Best Vendor Show in  
Southern West Virginia**

**The 2023 Southern West Virginia  
Women's Expo- Our 25th Anniversary!  
Friday, March 24 and Saturday, March 25**

**Located at the Beckley Raleigh County Convention Center**

Terms and Conditions

**Description of Exhibit:** This special event will be held Friday, March 24, 2023 from 1pm-7pm and Saturday, March 25, 2023 from 10am - 5pm in the Beckley Raleigh County Convention Center Arena in Beckley, WV. This agreement is between Southern Communications Corporation (Sponsor of the Show) and \_\_\_\_\_ (Exhibitor).

Exhibitor agrees to the following:

1. Booth space at the show. Access to electricity is also available. Outside electricity is limited to 110 only. Outside booth bring your own tent. Table skirts are \$10 each payable to the Beckley Raleigh County Convention Center.
2. Southern Communications also agrees to provide \$24,000 in promotional advertising to promote the show on these Southern Communications radio stations – 103CIR; Groovy 94.1FM; WTNJ 105.9; WWNR News/Talk 620 & 101.1FM; and WBKW 93.5FM & 107.0AM.
3. Set up is Friday, March 24, 2023 from 8:00am- 12:30PM. Must be set up by 12:30 show starts at 1:00.
4. Exhibitor understands that a person must be at the booth/table during all hours of the show, 1pm-7pm on Friday and 10am-5pm on Saturday.
5. Exhibitor is not permitted to dismantle, disturb, or remove their booth during the show. Tear down will be Saturday after 5pm.
6. A 50% non-refundable deposit is due and payable to Southern Communications upon signing this agreement. The other 50% is due and payable before or on the day of the show, Friday, March 24, 2023. Cancellation has to be two weeks prior to the show to have any refund dated March 13, 2023. If you cancel in the two week time frame there will be no refund.

7. No booth space will be reserved without signed agreement and 50% deposit. Booths may not be moved or modified without the approval of the Station Manager of the show.
8. Southern Communications and/or the sponsor (s) are not responsible for the contents and/or the materials contained in the booth.
9. No hanging of signs or banners in the upper rooms is allowed. (The tape will pull off paint from the room.)
10. All autos and trucks in the show require a special permit from the West Virginia DMV. Check with the DMV at least two weeks before the show to get your permit. **No more than 10 gallons of gas is permitted in any vehicle due to Fire Marshall regulations. All propane tanks must remain outside.**
11. **No Alcohol, Food portions are limited to 2 oz.**
12. If you need a table skirt (optional) the cost is \$10.00 payable to the BRCCC at the concession stand.

Do you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

You must bring your own extension cord(s).

**Booth Space Availability (Pick the size booth you want. The number represents the booth frontage.)**

10 X 10	\$480 (Arena)	_____
8 X 8	\$320 (Arena)	_____
10 X 16	\$580 (Arena)	_____
10 X 20	\$900 (Arena)	_____
10 X 20 - Corner	\$980 (Arena)	_____
20 X 20	\$1850 (Arena)	_____
10 X 10	\$320 ( Conference Center)	_____
10 X 20	\$600 (Conference Center)	_____
10 X 10	\$350 (Outside)	_____



## Southern Communications



11. Southern Communications reserves the right to refuse any applicant for any reason. It is expressly understood that neither Southern Communications, The Beckley Raleigh County Convention Center, or any of our sponsors shall be held responsible for any loss by fire, theft, or vandalism that may occur to exhibitor's merchandise or equipment for whatever cause; or any personal injury to the exhibitor, his agents or employees from any cause whatsoever.

**I have read, accept, and understand the terms and conditions of this agreement.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City,/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Your Signature: \_\_\_\_\_

Products to be Displayed: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Make checks payable to: **Southern Communications Corporation**

Southern Communications Sales Rep: \_\_\_\_\_

*This agreement is not valid and accepted until signed by Station Manager of Southern Communications.*

Station Manager Signature: \_\_\_\_\_

**Beth Reger**

**Manager**

**breger@radiocitywv.com**

**304-763-1010**

**Southern Communications**

**306 S. Kanawha Street, Beckley, WV 25801**

Southern Communications Nondiscrimination Policy:

Southern Communications and its stations do not discriminate in advertising contracts on the basis of race or gender. Any provision in any order or agreement that purports to discriminate on the basis of race or gender even if it is handwritten, typed or otherwise is hereby rejected.

March, 2023