

BOOTH SPACE APPLICATION & CONTRACT

2018 WVCFA CONVENTION | 8/10/18-8/11/18



Contact Person Responsible for Making Booth Selection

The following individual will serve as the authorized representative of the company listed below regarding the 2018 WVCFA Annual Convention. This person will receive all exhibit-related mailings and emails regarding the meeting.

Name of Authorized Representative: _____

Email Address: _____ Phone: _____

I have read the rules and regulations pertaining to the 2018 WVCFA Annual Convention and agree that all representatives and exhibiting personnel from my company will comply with them.

Signature of Authorized Representative: _____

Booth Fee

Application is to be accompanied by \$375 per booth non-refundable deposit to be eligible for booth assignment. All applications will be assigned on a first-come, first-serve basis.

Number(s) of Exhibition Booth(s): _____ Total Cost of Exhibition Space: \$ _____ Total Enclosed: \$ _____

Does your booth need electric? Yes No Number of Outlets: _____ Does your booth need a tablecloth? Yes No

Payment Information

Check: (Please make check payable to WVCFA.)

Credit Card: Visa MasterCard Discover AMEX

Card Number: _____ Exp. Date: ____/____ CV Code: _____ Billing Zip Code: _____

Name on Card: _____ Signature of Cardholder: _____

Email Address to Send Receipt to: _____

**Exhibitor Registration Includes: Daily admission to the Exhibit Hall and Convention Program Sessions and all exhibit hall food functions.*

**Cancellation Policy: Registrants cancelling their registrations by August 1, 2018 will receive a refund. All cancellations must be in writing and are subject to a 5% processing fee. Any cancellations received after August 1, 2018 will not result in a refund.*

Representative Badge Request

Each exhibit booth registration fee includes access for two (2) on-site representatives to attend the exhibit hall and receptions. Please fill out this form and email or fax it back to the WVCFA. This form must be returned **NO LATER** than July 15, 2018.

Name for Badge	Company Name for Badge

Submitting Exhibitor Registration Form

Please mail this form with payment to: WV Cemetery & Funeral Association
18 California Avenue, Charleston, WV 25311

Or scan and email to:
Hannah Bryant at office@wvcsi.com

Or fax this form with payment to: (304) 343-4251

Registration form and booth fee are to be received prior to the start of the 2018 WVCFA Annual Convention. Questions? Call the WVCFA office today at (304) 342-3769 or visit us at www.wvcfa.org.

Hotel Reservations

You can make your hotel room reservations by calling Canaan Resort at (800) 622-4121 or online at www.canaanresort.com.

Hotel room block ends on July 28, 2018, so make sure you call early to get the best room rate discounts!

OFFICE USE ONLY

Date Rec'd:
Booth #(s):
Total Due:
Payment Method:
Balance Due: