

2019 VENDOR APPLICATION

***“Follow Our Star”***

Grand Chapter of Virginia OES

May 19, 20, 21, 22, 2019

Hampton Convention Center

Hampton, VA

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER/PERSON RESPONSIBLE \_\_\_\_\_

TYPE OF MERCHANDISE/SERVICE \_\_\_\_\_

FEE \$400.00 per 12’ W x 8’ D space (approx.) – (3) 8’ tables and (2) chairs will be provided per space.

**MAKE CHECK PAYABLE TO: THE GRAND CHAPTER OF VIRGINIA**

Number of Spaces \_\_\_\_\_ x \$400.00 \$ \_\_\_\_\_

Wi-Fi @ \$50.00 \$ \_\_\_\_\_

Electric @\$60.00 **per plug** \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_

Additional display items being brought (We reserve the right to decline use based on building restrictions).

Power strips can be used if they are not overloaded.

**All Applications and Total Fees MUST Be Received No Later Than APRIL 1, 2019. *If You Cancel After May 1, 2019, You Will Forfeit Your Payment.***

Please send applications and check to: Lynne E. Jones, PGM  
3401 Bow Creek Blvd.  
Virginia Beach, Virginia 23452  
E-Mail: [lynne.jones@kimley-horn.com](mailto:lynne.jones@kimley-horn.com)  
Phone: 757.498.3242 (H); 757.630.1524 (M)

Vendor Hours: **Sunday 7:30 a.m. - 4:00 p.m. – Vendor Set Up – May 19th**  
Monday 8:00 a.m. - 5:00 p.m. (Practices in a.m., Afternoon and Evening sessions)  
Tuesday 7:30 a.m. - 4:00 p.m. (Morning and Afternoon sessions)  
Wednesday 7:30 a.m. – 12:00 p.m.\*

**Times are Subject to Change based on Vendors Preference**

**\*Members enter Business meeting @ 9:00 a.m. and cannot leave until voting is over.**