



## Exhibitor Contract

January 13, 2020

Downtown Convention Center – Richmond, VA

Nonprofit Management Solutions, LLC will provide each organization exhibiting in an NPOEXPO™ event with the following as part of the basic registration fee:

2 Exhibitor Badges

Continental breakfast and box lunches for 2 staff members

Booth Space, 10' wide x 10' deep, including pipe and drape (10' back draping, 3' side draping)

6' Table, with draping

2 Chairs

Booth Sign, 7"x 44" made of heavy cardboard, with one-line company name only – no logo

### *Dates to Remember*

- Exhibitor registration ends December 1, 2019.
- Early registration discount applies to payments received by October 1, 2019.
- Full registration refund for cancellations received prior to November 1, 2019.
- 50% registration refund for cancellations received Nov. 1 to Dec. 1, 2019.
- No registration refund for cancellations received after December 1, 2019.
- *Exhibitor Spotlight* session outline or presentation due by December 1, 2019.

### *Day of event*

- NPOEXPO is a business-to-business educational and networking event. You may not sell goods or services or have any exchange of cash during the event.
- Exhibitors may arrive and setup as early as 7am but must be setup completely by 8:30am - when the NPOEXPO doors open to attendee's.
- Exhibitors are asked not to remove any part of their display/booth until after 3pm.

Please print, sign and mail or fax signed Exhibitor Contract with Exhibitor Registration Form (unless registration was performed online) and payment to:

Nonprofit Management Solutions, LLC  
NPOEXPO Coordinator  
1708 West Chaffin Road  
Richmond, VA 23231  
Fax: (804) 795-9546

I have read, understand and acknowledge my agreement to NPOEXPO's Exhibitor Terms and Conditions for Participation in NPOEXPO and take full responsibility for informing all applicable members of my organization participating in the NPOEXPO event.

\_\_\_\_\_  
Signature of Authorized Contact

\_\_\_\_\_  
Date

Please direct any questions to NPOEXPO Coordinator at 804-795-9009 or [info@nporexpo.net](mailto:info@nporexpo.net).