



# Application for Exhibit Space

## Mini-Con

**HOW TO REGISTER**

**IN PERSON:**  
 4934 High Street West Portsmouth,  
 VA 23703

**FAX:** 757-686-2537  
 ATTN To: Aren Gonzalez

**EMAIL:** Send signed form to gonzalez@portsmouthva.gov

\_\_\_\_\_  
 Company Name Primary Contact Name

\_\_\_\_\_  
 Title/Position Onsite Contact Name (if different)

\_\_\_\_\_  
 Address City State Zip

\_\_\_\_\_  
 Phone Fax E-mail Website

**Products & Services (check one):**

- Vendor       Artist
- Author       Non-Profit (Social or interest groups)

Description of products or group: \_\_\_\_\_

\_\_\_\_\_

***ONLY VENDORS/ARTISTS SELLING WARES ARE REQUIRED TO PAY FOR TABLES-  
 SPONSORS RECEIVE A 50% DISCOUNT ON TABLE FEE***

**A. Exhibit Space for Sponsors**      \$5.00X \_\_\_\_\_ = \_\_\_\_\_  
(# of tables) **TOTAL=** \_\_\_\_\_

**B. Exhibit Space for Vendors/Artists :**      \$10.00X \_\_\_\_\_ = \_\_\_\_\_  
(# of tables) **TOTAL=** \_\_\_\_\_

**C. Exhibit Space for Non-Profit Groups:**      \$0.00X \_\_\_\_\_ = \_\_\_\_\_  
(# of tables)

**Placement:** Placement of your table is at PPL's discretion. Where around the library would you prefer to be located in order of preference?

(Ex. Green-2, Yellow-8) \_\_\_\_\_  
\_\_\_\_\_

### Acknowledgement and Authorized Signature:

I have read and understand the general terms and conditions and understand that filling out this application is not a guarantee of space.

By signing, I hereby acknowledge that I have read and agree to be bound to the General Terms and Conditions and Rules and Regulations set below. I further acknowledge that failure to abide by the rules and regulations may result in the loss of any and all exhibitor privileges without recourse or refund. This application shall not be binding until signed by both the exhibitor and an authorized representative of the Friends of the Portsmouth Public Library.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
FOPPL Authorized Signature

\_\_\_\_\_  
Title/Date

\_\_\_\_\_  
Title/Date

**Terms and Conditions:** All materials must be appropriate for all ages. Any adult themed materials are not allowed for display/ and or sale. Weapons and foodstuffs are not permitted for sale and/or display on the grounds. Portsmouth Public Library and Friends of the Portsmouth Public library are not responsible for any damages, losses, or theft of exhibitor property. Subletting or sharing your table is not permitted. Table should be set up and ready by 10:45am the day of the event April 13, 2019. Keep in mind that you are applying for a table and not a vendor space. Vendors/Exhibitors may not add to their table space to the sides or in front of their table. Vendors will not be permitted to use their own tables. We reserve the right to limit the quantity of tables that vendors/exhibitors may reserve. Please speak to the event director in advance if you need special accommodations. Vendors/exhibitors must remain set up until the time the event ends. If your application is accepted, Friends of the Portsmouth Public Library will send out an invoice for the amount due and payment will need to be made within 7 days. Acceptable payments include check or money order made out to the Friends of the Portsmouth Public Library. Payments can be dropped off at or mailed to the Churchland Branch Library 4934 High Street West, Portsmouth, VA 23703 in care of Aren Gonzalez.