



2017 WOCP 21st Biennial Convention
Fredericksburg Hospitality House Conference Center
2801 Plank Road, Fredericksburg, VA 22401 USA
September 28 – 30, 2017

BOOTH CONTRACT TERMS

Please Complete – Please PRINT Clearly

NAME _____ BUSINESS _____
 STREET ADDRESS _____
 CITY _____ STATE/COUNTRY _____
 PHONE _____ EMAIL _____

Please read your contract carefully. It contains important information concerning the Show.

Complete, Sign and Mail All 3 Pages of this document along with your check.

Make checks payable to: WOCP 2017 Convention

Mail checks and contract to: Trish Vermillion, Treasurer
 9779 Big Bethel Circle
 Fredericksburg, VA 22407
 Home: 540-710-8889 Cell: 540-645-9171
 trish@pavartist.com

To pay for your booth with Visa, Discover, American Express or Master Card:

Account Number _____ Exp. Date _____
 Cardholder Name _____ Cardholder Signature _____
 Date _____ Security Code _____

DEALER SCHEDULE – September 2017

Set-up Schedule **Monday - Wednesday** Sept 25th – 27th 12:00 pm – 8:00 pm & **Thursday** Sept 28th 8:00 am – 10:00 am
 Take-down: **Saturday – Sept 30th – 4:00pm – 12:00 midnight & Sunday – October 1 – 8:00 am – 12 noon**

Show Schedule: **Thursday – Friday** Sept 28th - 29th 10:00 am – 5:00 pm
Saturday Sept 30th 10:00 am – 4:00 pm

Are you willing to demonstrate? YES ____ NO ____ Are you willing to donate a raffle piece? YES ____ NO ____

If yes, the Demonstration Chair & the Auction Chair will contact you at a later date. Please indicate subject matter you are willing to demonstrate or what you are willing to donate.

FOR CONVENTION USE ONLY

DATE RECEIVED _____ METHOD OF PAYMENT _____
 RECEIVED BY _____
 ADDITIONAL BOOTH INFORMATION/REQUESTS _____



Dealer Contract & Booth Reservation

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THE APPLICANT (EXHIBITOR) HEREBY AGREES THAT THE WORLD ORGANIZATION OF CHINA PAINTERS (WOCP), THE FREDERICKSBURG HOSPITALITY HOUSE AND THE AGENTS, EMPLOYEES, OFFICERS, COMMITTEES AND MEMBERSHIP OF EACH:

1. SHALL BE HARMLESS FROM ALL CLAIMS, LIABILITY, DAMAGES, LOSS, COSTS, ATTORNEY FEES AND EXPENSES OF WHATEVER KIND OR NATURE, WHICH MIGHT RESULT FROM OR ARISE OUT OF ANY ACTION OR FAILURE TO ACT OF WOCP OR ANY OF ITS OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OR ASSIGNEES, INCLUDING, BUT NOT LIMITED TO CLAIMS OR DAMAGES OR LOSS OF PROPERTY, LOSS, HARM, INJURY OR DEATH TO THE PERSON OR ANY OF THE APPLICANTS OR ANY OF IT'S OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OR ASSIGNEES.
2. SHALL NOT ASSUME ANY LIABILITY FOR CLAIMS FROM LOSS OF PROPERTY PRIOR, DURING, OR AFTER THE SHOW, DUE TO AN ACT OF GOD, THEFT, FIRE, OR ANY REASON BEYOND THE CONTROL OF WOCP OR ANY OF THE ABOVE AGENTS.
3. SHALL ASSUME NO RESPONSIBILITY FOR ANY BUSINESS TRANSACTIONS BETWEEN EXHIBITORS AND THEIR CUSTOMERS.
4. SHALL IN NO WAY BE HELD LIABLE FOR LOSS OF INCOME OR EXPENSES IN THE EVENT THAT DUE TO REASONS BEYOND THEIR CONTROL. THE SHOW IS CANCELLED. SHOULD SUCH A CANCELLATION OCCUR, WOCP WILL REFUND TO THE EXHIBITOR THE AMOUNT OF RENTAL PAID LESS A PROPORTIONATE SHARE OF THE SHOW EXPENSES INCURRED, AND THE WOCP SHALL HAVE NO FURTHER OBLIGATION OR LIABILITY TO THEIR EXHIBITOR.
5. THE ARRANGEMENT OF THE TABLES IN THE CONVENTION AREA SHALL BE AT THE SOLE DISCRETION OF THE CONVENTION COMMITTEE AND THE LOCATION WILL BE MADE TO MAXIMIZE USE OF THE AVAILABLE SHOW SPACE.
6. NO SUB-LEASING OF BOOTH SPACE WILL BE PERMITTED.
7. ALL EXHIBITORS MUST BE IN GOOD STANDING WITH WOCP. WOCP RESERVES THE RIGHT TO DETERMINE THE ELIGIBILITY OF ANY EXHIBITOR. ONLY ITEMS DEEMED APPROPRIATE BY WOCP BYLAWS MAY BE SOLD OR DISPLAYED.
8. EXHIBITORS ARE RESPONSIBLE FOR MAINTAINING A NEAT AND ORDERLY EXHIBIT AREA. THE AISLE SPACES SHALL REMAIN FREE OF ANY OBSTRUCTIONS. THE AISLES MUST BE OPEN AT ALL TIMES TO MEET SAFETY CODES.
9. ONLY EXHIBITORS WILL BE ALLOWED IN THE CONVENTION CENTER DURING SETUP TIME. IT IS EXPECTED THAT EXHIBITORS SHALL PROPERLY STAFF THEIR BOOTHS DURING THE SHOW HOURS. BOOTH DESIGNS MUST BE SUCH AS NOT TO OBSTRUCT THE VIEW OR INTERFERE WITH THE EXHIBITS OF OTHERS.
10. EXHIBITORS SHALL BE PERMITTED TO ENTER THE SHOW AREA ONE HOUR PRIOR TO THE OPENING TIME EACH DAY AND WILL NOT BE PERMITTED TO REMAIN IN THE CONVENTION CENTER AFTER THE CLOSING HOUR EACH EVENING. THE ONLY EXCEPTION WILL BE THE LAST NIGHT. NO EXHIBITORS MAY DISMANTLE THEIR DISPLAY UNTIL THE CLOSING TIME OF THE SHOW.
11. VIRGINIA STATE AND LOCAL TAXS MUST BE COLLECTED ON ITEMS SOLD UNLESS THE PURCHASER CAN SHOW EVIDENCE OF AN AUTHORIZED VIRGINIA RESALE NUMBER. FORMS FOR FILING SALES TAX WILL BE MADE AVAILABLE AT THE CONVENTION.
12. THE WOCP CONVENTION COMMITTEE SHALL RULE UPON ALL MATTERS OR ISSUES NOT COVERED HEREIN.
13. AT THE CLOSE OF THE CONVENTION, EACH BOOTH HOLDER WILL BE RESPONSIBLE FOR THE REMOVAL OF ALL BOXES AND TRASH FROM THEIR BOOTH AREA.

I, _____ have read and agree to the above rules and regulations.

Date: _____



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Name on booth sign _____
 (Maximum length – 21 characters including spaces – can be on two lines if necessary)

Booth Tables are 6 ft. long by 30 inches deep and **will be draped**. Each table **space** is 6 ft. wide by 10 ft. deep, which will accommodate a full table, chair and one half table if you choose to have one. Half tables are 6 ft. by 18 in. and will be draped. Each booth will have two chairs unless you request additional chairs. A corner booth is two aisle tables placed at 90 degrees to each other. Pay the listed price for your first table, then \$100 ea. for additional 6 ft. tables. Half tables are \$35 each without further discount.

Aisle Booth - \$125 each	# _____	x \$125 per table: \$	_____
Corner Booth - \$250 each	# _____	x \$250 per corner \$	_____
Wall Booth - \$160 each	# _____	x \$160 per table: \$	_____
Each add'l 6' table \$100	# _____	x \$100 per table: \$	_____
Half tables - \$35 each	# _____	x \$ 35 per table: \$	_____

Additional needs for your booth listed above.

Total # of 6' x 30" tables ordered # _____	Total cost of booth rental \$ _____
Total # of 6' x 18" tables ordered # _____	Total Deposit submitted \$ _____
Delivered box lunch available @ \$17.50 _____	Less 5% Discount* \$ _____
(Ask about vendor lunch boxes)	Amount Due \$ _____

Deposit: 30% of Total Amount
No refund after May 31, 2017

Balance due by March 31, 2017
**Applies to WOCP dealer members*

To pay by Visa or MasterCard:
 Card # _____ Expiration Date: _____
 Name on card: _____ Security Code: _____ Date: _____
 Cardholder Signature: _____

ALL CANCELLATIONS MUST BE RECEIVED IN WRITING. CANCELLATIONS OF RESERVED SPACE, IF RECEIVED BY JANUARY 1, 2017 WILL RECEIVE FULL REFUND. CANCELLATIONS RECEIVED BETWEEN JANUARY 1 2017 AND MAY 31, 2017 WILL RECEIVE REFUNDS LESS 10% HANDLING FEE. THERE WILL BE NO REFUNDS AFTER MAY 31, 2017.

I/WE HAVE READ, UNDERSTAND AND AGREE TO ALL THESE TERMS, CONDITIONS, RULES AND REGULATIONS GOVERNING SAID CONVENTION AS SET FORTH HEREIN THESE THREE PAGES OF THE CONTRACT FOR THE 2017 WORLD ORGANIZATION OF CHINA PAINTERS BIENNIAL CONVENTION. APPLICANT, BY AFFIXING SIGNATURE HERETO, AGREES TO PAY THE BOOTH FEES AS DESCRIBED AND WITH ALL RULES AND REGULATIONS CONTAINED IN THESE THREE PAGES HEREIN.

Authorized Booth Holder Signature _____ Date _____

PLEASE ENCLOSE A CHECK OR CREDIT CARD INFORMATION FOR EITHER THE DEPOSIT OR TOTAL AMOUNT SHOWN ABOVE. IF FOR ANY REASON YOUR CHECK OR CREDIT CARD CANNOT BE PROCESSED, THIS CONTRACT WILL NOT BE HONORED AND APPLICANT WILL BE CHARGED ANY APPLICABLE BANK FEE.

Booth Chair Signature _____ Date _____ Treasurer's Initials _____



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Convention Book Advertisement

REGISTRATION FORM

(Please respond on or by July 31, 2017)

Full Page (4.875 x 8.0)

Business Card (3.5 x 2.0)

Half Page (4.875 x 3.875)

Quarter Page (2.5 x 3.875)

Full Page (\$65.00) _____

Half Page (\$45.00) _____

Quarter Page (\$30.00) _____

Business Card (\$15.00) _____

TOTAL _____

Name _____

Address _____ State _____ Zip Code _____

Country _____ Phone: _____ Email: _____

SEND FORM WITH DIGITAL B/W ART AND CHECK PAYABLE TO: WOCP 2017 CONVENTION

**PLEASE MAIL FORM AND PAYMENT TO: TRISH VERMILLION
9779 BIG BETHEL CIRCLE
FREDERICKSBURG, VA 22407**

To pay with Visa or MasterCard:

Account Number _____ Exp. Date _____ Security Code _____

Cardholder Signature _____ Date: _____