



**2018 MEAC Basketball Tournament
Norfolk Scope Arena | Norfolk, VA
March 5-10, 2018**

Vendor Application/Contract

(This form must be completed in its entirety for eligibility. Please print legibly.)

APPLICATIONS WILL NOT BE ACCEPTED AFTER FRIDAY, FEBRUARY 16, 2018

FEDERAL TAX IDENTIFICATION NUMBER: _____

VENDOR/EXHIBITOR REQUEST FORM:

Last Name	First Name	M.I.
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Company Name

Mailing Address	City	State	Zip Code
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Daytime Telephone Number	Evening Telephone Number
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Email Address

DESCRIPTION OF VENDING/EXHIBITION: _____

VENDOR/EXHIBITOR FEE

Quantity

\$ 1000 (5' x 8' Booth Size) _____

\$ 1900 (5' x 16' Booth Size) _____

_____ **Grand Total**

- Space is for six (6) days – Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday in the Norfolk Scope Arena.
- Booths will be assigned on at the sole discretion of the Mid-Eastern Athletic Conference. When we receive your booth registration along with payment, you will be sent a vendors' confirmation packet with additional information, along with parking and load-in instructions. Your booth assignment will be given to you upon your arrival at the Norfolk Scope Arena for load-in.



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MEAC VENDOR/EXHIBITOR CONDITIONS:

1. Exhibition must be set-up each day no later than one (1) hour before doors open for the event. If the exhibition is not set-up at the time doors are open for the event, then the ability to vend/exhibit will be at the sole discretion of the Licensor.
2. Licensor is not responsible for tables, storage, set-up, clean-up, or other local fees assessed on site.
3. Vending/Exhibition spaces will be assigned at the sole discretion of the Licensor.
4. Vendor/Exhibition represents that it has secured appropriate licenses/clearances for reproduction, resale, and distribution of any name mark, or likeness that is offered for resale.
5. Vendor/Exhibitor represents it has liability insurance and has added the MEAC as additional insured. Please provide insurance company information below along with submitting a copy of the policy.

SET-UP SOURCE:

VENDOR/EXHIBITOR space per exhibitor allotment will be in as stated above. Some areas may be larger or smaller. However, if additional space or fixtures are needed, the Vendor/Exhibitor may be charged an additional fee. This fee may vary from one vendor to another dependent upon your needs.

PAYMENT DUE WITH CONTRACT:

This agreement must be signed by the Vendor/Exhibitor with accompanying fees and returned to the MEAC Office not later than **FRIDAY, FEBRUARY 16, 2018**. A signed copy of this agreement will be returned to you within five (5) business days upon receipt of payment along with confirmation for your vending space.



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CREDIT CARD PAYMENTS:

Name on Card: _____
 Card #: _____ Exp Date: _____ Security Code #: _____
 Address: _____
 (City) (State) (Zip)
 Signature: _____

IMPORTANT:

PAYMENTS ARE NON-REFUNDABLE AND PAYMENT RECEIVED AFTER FRIDAY, FEBRUARY 16, 2018 WILL BE RETURNED NON-PROCESSED.

The Mid-Eastern Athletic Conference retains all rights to its name(s), word marks, and logos. Vendors wishing to purchase a rights fee to sell MEAC (names(s), word marks, or logos) merchandise **MUST** submit a Five Hundred Dollar (\$500) rights fee to the MEAC Office. All merchandise bearing the MEAC Logo must be on product produced by the Russell Athletic Corporation. That information will be provided to you in the confirmation packet upon receipt of agreement.

GOVERNING LAW:

This agreement shall be constituted and enforced in accordance with the laws of the State of Virginia.

 VENDOR/EXHIBITOR SIGNATURE/TITLE

 DATE

 REP. MEAC SIGNATURE/TITLE

 DATE

EMAIL CONTRACT TO:

Wyatt Sutton, (suttonw@themeac.com)

MAIL PAYMENT TO:

ATTN: Mid-Eastern Athletic Conference
 Attn: Vendor Application
 2730 Ellsmere Ave
 Norfolk, VA 23513
 757.951.2055 - Phone
 757.951.2076 - Fax

MAKE PAYABLE TO:

MEAC BASKETBALL TOURNAMENT
 (Certified Check or Money Order Only)
 *Cash / Personal Checks will not be accepted