



2018 Gaff-n-Go Rodeo Vendor Expo

May 11-12, 2018

Vendor Checklist

- _____ Complete the **online registration process** for your booth.
- _____ Make payment by check **or** through PayPal
- _____ **Booth selection form** - don't forget to complete this too!
- _____ **Need electricity in your booth?** Return to Meadow Event Park the completed
_____ Event Services Order Form
- _____ **Need extra tables or chairs, carpet, accessories?** Return to Exhibits, Inc. the completed
_____ Rental Order Form & Payment Policy Form
- _____ Provide artwork for business card ad - no later than **April 6th** - pdf preferable (or jpg) to:
Amanda Cunningham @ acunningham@vmdaec.com 804/290-2184
- _____ If you need a hotel reservation, see website for vendor room block at:
Virginia Crossings Hotel & Conference Center
Tapestry Collection by Hilton
1000 Virginia Center Parkway
Glen Allen, VA 23059
Phone Number: 804/727-1400