

**2022 Gaff-n-Go Rodeo Vendor Expo**

**May 13-14, 2022**

**Vendor Checklist**

\_\_\_\_\_ Complete the **online registration process** with booth selection.

\_\_\_\_\_ Make payment by check **or** through PayPal

\_\_\_\_\_ **Need electricity in your booth?** Return the completed *Electrical Services Order Form* to Brandon Burton at [bburton@vmdaec.com](mailto:bburton@vmdaec.com)

\_\_\_\_\_ Need extra tables or chairs, carpet, accessories for your indoor booth? Return the *Rental Order Form & Payment Policy Form* to Exhibits, Inc.

\_\_\_\_\_ Provide artwork for business card ad - no later than **April 5TH** - pdf preferable (or jpg) to: Amanda Cunningham at [acunningham@vmdaec.com](mailto:acunningham@vmdaec.com) 804/297-3429

\_\_\_\_\_ 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