

# JMU SWAM VENDOR FAIR REGISTRATION FORM

Event Date: August 3, 2011

Event Location: JMU Student Festival and Conference Center, 1301 Carrier Drive, Harrisonburg, VA 22807

Company Name:

Participants First Name	Participants Last Name	Participants E-mail

Mailing Address (including Street/PO Box, City, State, and Zip):

Telephone Number:

Fax Number:

My company offers the following primary goods/services:

My company is an eVA Registered Vendor: Yes  No

My company is a:

Small Business  Woman Owned Business  Minority Owned Business

My company holds a SWAM Certificate issued by the Virginia Department of Minority Business

Enterprise: Yes  No

How did you learn about this event?

Mailed Invitation  E-mailed Invitation  Other: \_\_\_\_\_

We have limited ability to provide electricity. Is electricity required for your table?

Yes  No

(Tables are approximately 8ft long x 24 in wide. They are covered with a basic white cloth. There is very limited electricity in the location – if you need it, please request it. We do encourage those that need it to bring extension cords. )

\*Make registration checks payable to James Madison University. Credit card payments can be made by going to <http://www.jmu.edu/procurement/vendorfair.shtml> and clicking on the Credit Card link (credit card payments will incur an additional 2.50 convenience/handling fee).

No refunds will be issued for this event or for the credit card handling fee.

Registration Type	Early Bird Registration (payment and forms received June 1, 2011 or prior)	Regular Registration (payment and forms received after June 1, 2011)	Quantity	Column Total
<b>Full Event Vendor Fair Table Registration</b> – registration for one attendee includes one table with cloth, early lunch, and light afternoon refreshments.	\$55.00 per registration	\$70.00 per registration		
<b>Additional Booth Worker or Full Day Visitor Event Registration</b> – registration for one attendee includes early lunch, and light afternoon refreshments.	\$25.00 per person	\$30.00 per person		
<b>Additional Table Space Only</b> – must have already registered for a <i>Full Event Vendor Fair Table</i> .	\$35.00 per <i>additional</i> table space (limited available)	Unavailable		
Credit Card Transaction Fee				\$
<b>Sub Total</b>				\$
<b>Total Payment Received</b>				\$

**Payment Method Information**

Check Submitted with Registration Form

Credit Card Payment Submitted Online

Date Credit Card Payment Submitted Online:

**Registration Contact Information**

Registration Contact Name:

Registration Contact Phone:

Registration Contact e-mail: