

Please fill out and fax to (250) 370-4888 or email info@victoriateafestival.com to register.

A confirmation of registration will be sent to your company upon receipt of this registration form and full payment. A sponsorship agreement and/or an exhibitor package will follow.

Billing Information

Company Name		Mailing Address	
Exhibiting As			
Contact Name		Position	
Phone	Fax	Email	
Website			
Preferred Move In Time for Saturday, February 18 <input type="checkbox"/> 8am <input type="checkbox"/> 8:30am <input type="checkbox"/> 9am <input type="checkbox"/> 9:30am <input type="checkbox"/> 10am <input type="checkbox"/> 10:30am			
<small>*Move In/Out Times are assigned on a first come first serve basis, based on the receipt of your registration form & payment. Note: move in on Friday unavailable.</small>			

Sponsorship and Exhibit Configurations

ARE YOU A SPONSOR? <input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Note: Booth size & sponsor rate is in accordance with level of sponsorship.</i>				
Booth Size	Table (incl.)	Quantity		MAIN	MEZZANINE	Total
8'x4' Half Booth*	1 – 8'		X	\$250	\$200	=
10'x8' Regular Booth	1 – 8', 1 – 6'		X	\$475	\$425	=
20'x8' Double Regular Booth	2 – 8', 1 – 6'		X	\$750	\$675	=
10'x8' Corner Booth	1 – 8', 1 – 6'		X	\$600	\$525	=
20'x8' Double Corner Booth	2 – 8', 2 – 6'		X	\$950	\$875	=
				Total Booth/Sponsor		

Booth Location – 1st Choice	2nd Choice	3rd Choice
-----------------------------	------------	------------

See VTF website (Crystal Garden – Floor Plan) for updates on available booths. Note: booths assigned on first come, first served basis.

Exhibitor Options

Please note what is provided for exhibitors in the Exhibitor Outline. If you wish to order chairs, more tables, or specialty items for your exhibit space, please contact the Victoria Conference Centre (VCC) directly. You will be invoiced separately.

We would like a VTF volunteer to assist at our exhibit. <i>Volunteer available Sat (11am-3pm); Sun (11am-3pm) Only available if you register prior to January 15, 2012</i>	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Not required
We will need electricity at our booth. <i>If Yes, please fill out form available on VTF website & send directly to VCC. Click here for a direct link while online.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Quantity		Price	Total Cup
Biodegradable tea sampling cups	*Recommended 1000	X	\$60.00 <small>*Per 1000 cups</small>	

Marketing Opportunities

Additional marketing details available in Marketing Options on VTF website

Product and Silent Auction Donations	
Product Giveaways Giveaways are utilized for a variety of marketing opportunities. If "all" is checked, distribution will be at the discretion of the VTF Marketing Committee.	<input type="checkbox"/> Door Prizes <input type="checkbox"/> Volunteers <input type="checkbox"/> Both
Silent Auction Donation Please fill out a Silent Auction donation form available on VTF website.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Advertising Opportunities			Price	Total
E-Newsletter Featured Company	<input type="checkbox"/> Yes	X	\$75	
Times Colonist VTF Newspaper Ad (early February) B&W Business card size ad	<input type="checkbox"/> Yes	X	\$200	
Event Program Ad 1/4 page B&W for exhibitors. 1/2 page colour for sponsors.	<input type="checkbox"/> Yes	X	\$100	
Blog Banner Ad Colour Ad, Cost \$25 per month (indicate how many months)	<input type="checkbox"/> Months	X	\$25	
Website Ad on the NEW WEBSITE SEPT 1 For 6 months (includes home page)	<input type="checkbox"/> Yes	X	\$250	
Total Advertising				

Discount

	Discount	Total
EARLY BIRD – Registration submitted & paid prior to November 1 st <i>**Note: Discount is on BOOTH COST ONLY. Half Booths & Sponsors not eligible for discount.</i>	-15%	
Total Discount		-

Payment Information

Cheque is enclosed and payable to
Camosun College Child Care Services

Visa Mastercard

Card Number _____

Date of Expiration _____

Cardholder Name _____

Total Booth/Sponsor Cost	
Total Cup Cost	+
Less Discount	-
SUBTOTAL	
Total Advertising Costs	
HST (12%) <i>*Ad costs only</i>	+
AMOUNT DUE	

Yes, I have read the Exhibitor Outline and agree to the terms of the Exhibitor Regulations & Agreement. This includes the cancellation policy, early closure policy, and move in/out policy.

Signature _____

Printed Name _____

Date _____

Mailing address for registration and payment:

Victoria Tea Festival ♦ c/o Camosun College Child Care Services ♦ 4461 Interurban Rd. ♦ Victoria, BC ♦ V9E 2C1

For Office Use Only

Billing Code _____ Booth Location _____ Move In _____ Move Out _____

Payment Received _____ Exhibitor Package Mailed _____