



RESERVATION ORDER FORM

Brochure Space

January 1, 2010 – December 31, 2010

Please reserve display space for my brochure in the welcome center(s) as indicated below. I understand my space will be reserved and my brochure will be displayed beginning the 1st day of the month following receipt of my completed reservation form. This reserved space will continue until December 2010. Brochure space is sold on a first-come, first-served basis only.

Marie Henderson
 Virginia Tourism Corporation
 901 East Byrd Street
 Richmond, VA 23219-4048

VWCAdvertising@virginia.org

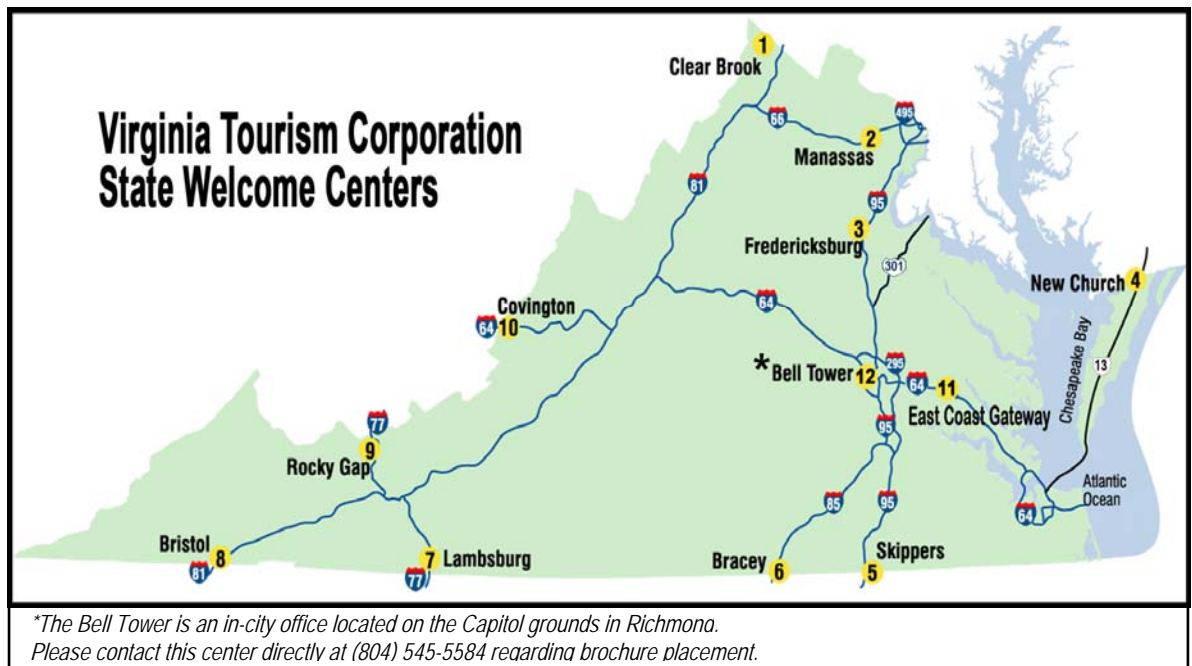
TEL (804) 545-5520
 FAX (804) 545-5501

A standard, single brochure pocket is designed to display a 4" X 9" brochure. If your brochure is larger than 4" x 9", it can be accommodated in a double pocket.

My sample brochure is: Attached Emailed

Custom, free-standing racks must be approved by VTC and will be considered on a case-by-case basis based on collateral and VWC location.

Brochure Space Specifications			
Pocket Size	Annual Fee Per Center (For 1-9 Centers)	Annual Fee Per Center (For 10 Centers)	Monthly Fee Per Center
4" x 9" Single Pocket	\$120/ea	\$108/ea	NA
Double Pocket	\$240/ea	\$216/ea	NA
Short Term/Events Only Single Pocket	NA	NA	\$20 (3 Months Min.)





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Circle the desired VWC location(s) for distribution		
All locations	Bracey (I-85N)	Bristol (I-81N)
Clear Brook (I-81S)	Covington (I-64E)	Fredericksburg (I-95S)
East Coast Gateway (New Kent I-64E)	Lambsburg (I-77N)	New Church (US 13)
Manassas (I-66W)	Rocky Gap (I-77S)	Skippers (I-95N)

Pocket Size: _____ 4" x 9" Single Pocket _____ Double Pocket/Oversized
 _____ Short Term/Events Only - Single Pocket (**3 Mos Min**)

Order Amount: 9 or Less Centers: Total # of Centers _____ x \$120 = \$ _____
 10 Centers: 10 WCs x \$108 = \$1,080.00

_____ Enclosed please find my check in the amount of \$ _____ made payable to
Virginia Tourism Corporation (Federal ID # 54-1935209)
 _____ Please bill me. Prior arrangements have been discussed.

<i>(One form per brochure)</i>	
Signed:	Date:
Name:	Phone:
Title:	Fax:
Company:	Email:
Brochure Name:	
Address/City/State/Zip:	
Please Circle: New Brochure Existing Brochure	
<i>If contact information changes during your reservation period, please contact VTC with updates.</i>	

Please return this completed form and payment to:

Virginia Tourism Corporation
Accounts Receivable
P.O. Box 648
Richmond, VA 23218-0648.

<u>VTC USE ONLY</u>	
Approved by:	_____
Date:	_____

For initial distribution inventory, we recommend sending 1,000 brochures to each center for which you've paid. After which, each center will place an order directly with you on an as-needed basis for re-stocking requests. Please include full delivery address on shipping label, excluding PO Box. Shipments cannot be delivered to PO Boxes.

Credit Card Payment

CC# _____ Security code on back of card: _____ Exp Date: _____
 Cardholder Name: _____
 Billing Address: _____