

RESERVATION ORDER FORM Translite Space 2009

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

TEL (804) 545-5500
FAX (804) 545-5501

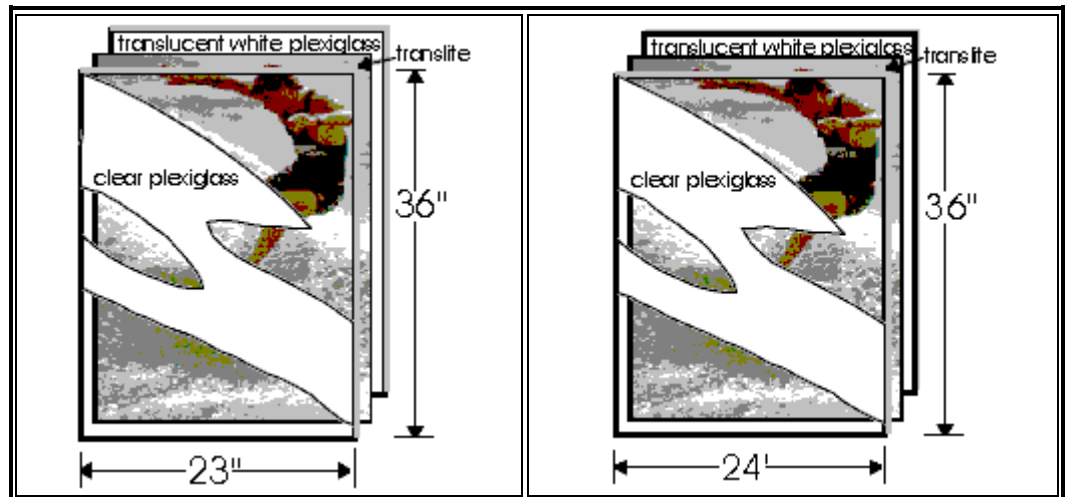
Please reserve display space for my translite in the welcome center(s) as indicated below. I understand my space will be reserved, and my translite will be displayed, beginning the 1st day of the month following receipt of my completed reservation form. This reserved space will continue until December 31, 2009.

The final image for the translite must be approved by VTC. The image must accompany this reservation form or be submitted electronically prior to receipt of form and/or approval of the translite. There is limited space. If you desire a space which is currently full, call to be placed on a waiting list.

Virginia Welcome Centers Translite	
Translite Size	Fee Per VWC
Portable 24" x 36"	\$945.00 per location
Fixed 23" x 36"	\$945.00 per location

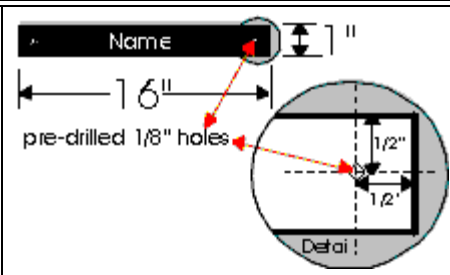
Translite Lightbox - Specifications:

When you are offered a rental space you will need to produce your translite according to the specifications below. The backlit transparency must be mounted between two sheets of 1/8" Plexiglas and be completely ready for installation. The Plexiglas behind the transparency is translucent white. The Plexiglas in front of the display transparency is clear. Existing lighting is fluorescent tubing behind the mounted transparency.



Translite Identification Signs - Specifications:

The signs will be placed several inches under the translites for identification.

Material	Plastic	
Size	1" high x 16" wide, 1/8" thickness, double sided	
Color	Black	
Typeset	1/2" high standard block white letters, engraved in the plastic, ALL CAPS, on one side only. Lettering information limited to facility name and geographic location	
Mounting	One 1/8" pre-drilled hole, centered 1/2" from each end	



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Virginia Welcome Center Locations - <i>Please circle the desired location(s) for distribution</i>		
Bristol (I-81)	Bell Tower	Covington (I-64)
Manassas (I-66)	New Church (US 13)	Rocky Gap (I-77)
Skippers (I-95)		

Translite Size: Portable 24" x 36" Fixed 23" x 36"

Order Amount: Total # of Centers x \$945.00 = Amount Due \$

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 made.

Signed:	Date:
Name:	Phone:
Title:	Fax:
Company:	Email:
Address:	
Translite Name:	
Please Circle: <input type="checkbox"/> New Customer <input type="checkbox"/> Existing Customer	
<i>If contact information changes during your reservation period, please contact VTC with updates.</i>	

Please return this completed form along with a picture of your translite to:

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

For questions, please contact Jane Govoruhk at (804) 545-5520 or jgovoruhk@virginia.org