



**2024 VIRGINIA ASSOCIATION OF FAIRS CONFERENCE
JANUARY 4th –7th, 2024
WILLIAMSBURG LODGE, WILLIAMSBURG, VA**

EXHIBITOR GENERAL RULES and REGULATIONS

CONTRACT FOR EXHIBIT SPACE: This is the formal notice of purchased space at the VAF conference. Full payment of rental charges constitutes a contract. The VAF reserves the right to refuse rental of display space to any company whose display of goods and services is not compatible with the general character and objectives of the exhibition.

SPACE RENTAL PAYMENT AND REFUNDS: Applications submitted must be paid in accordance with the choice(s) made on the 'Exhibit Space Application and Contract' form. Please submit all forms and payment by December 8, 2023. NO REFUNDS WILL BE GIVEN.

LOADING DOCK: The Loading Dock (Delivery Entrance) at the Hotel must be used by all Exhibitors for loading and unloading. Loading and unloading through the Front Entrance is NOT permitted and will be strictly enforced by the Hotel.

EXHIBIT SPACE AND PERSONNEL: Set-up time for exhibitors will be Friday, January 5th, 2024 from 9:00 a.m. to 2:00 p.m. and Saturday, January 6th, 2024 from 7:30 a.m. to 9:00am. All exhibitors must be completely set-up and ready for business no later than the times above. Any property shipped is to be PREPAID by exhibitor.

TIMES OF OPERATION (2024): Friday, January 5th (3:00pm-5:00pm) and Saturday, January 6th (9:00am-12:00pm)

PIPE AND DRAPE: Exhibitor's space rental charge provides each exhibitor with an 8' high back wall of fireproof draperies supported by aluminum uprights and stanchions 6' in width; 36" high draped divider side rails and one 7"x 44" identification sign indicating exhibitor's company name (unless exhibitor chooses to use their own sign). One six-foot table and two chairs will also be provided in each exhibit space at no extra charge.

Additional exhibit space furnishings (lamps, deluxe draping, extra tables, chairs, etc.) are available on a rental basis, at exhibitor's expense, through VAF official exhibit service contractor: Dana Cornett (804) 788-4400, Exhibits, Inc., 2508 Glen Center, Richmond, VA 23223.

EXHIBITORS AND PUBLIC POLICY: Exhibitors are charged with the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in the exhibition. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of that exhibitor. No food or beverages may be served without the expressed authority of the VAF Staff, the Williamsburg Lodge Catering Department and in coordination with them. All Exhibitors and their personnel must stay in their space and not roam around the exhibition hall and/or interfere with other exhibitors.

OPERATIONS OF DISPLAYS: VAF reserves the right to restrict operation of, or evict completely, any exhibitor, which in its opinion, detracts from the general character of the exposition.

SECURITY: Precautions should be taken to protect your property during the installation, show and removal periods. Neither the VAF, the service contractors, nor the Williamsburg Lodge are responsible for the safety of the exhibitor, exhibitor's personnel or exhibitor's property from theft, fire damage, vandalism, or other causes. The exhibit area will be locked at night.

LIABILITY AND INSURANCE: The exhibitor agrees to protect, save and keep the VAF and Williamsburg Lodge forever harmless from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms and conditions constant in the agreement between the hotel and the VAF, regarding the exhibitor premises. Further, exhibitor shall at all times protect and indemnify, save and keep harmless the VAF and the Williamsburg Lodge against and from any and all loss, cost damage, liability, or expense arising from or out of, or by reason by accident or other occurrence to anyone, including the exhibitor's occupancy and use of exhibit premises or part thereof. A Certificate of Insurance must be provided to the VAF or the Williamsburg Lodge upon request. Failure to do so will cancel the exhibit contract.

ACCOMMODATIONS: Rooms and suites are blocked for the VAF Conference and Trade Show at the Williamsburg Lodge. Each participant will be responsible for their own hotel reservations, hotel charges and for specific rooms upon departure from the hotel and for items not included in registration and/or exhibit participation.

QUESTIONS: THERESA WOODALL – (757)897-6754 or vafairsassociates@gmail.com

INITIAL HERE _____



2024 VIRGINIA ASSOCIATION OF FAIRS CONFERENCE TRADE SHOW
FRIDAY and SATURDAY, JANUARY 5th and 6th, 2024
WILLIAMSBURG LODGE, WILLIAMSBURG, VA

EXHIBIT SPACE APPLICATION AND CONTRACT

This Agreement is between The Virginia Association of Fairs (VAF) and the Exhibitors requesting space during the VAF 2022 Conference. A sign with the Exhibitor's name will be supplied unless the Exhibitor chooses to use their own. The VAF is not responsible for any loss or damage to Exhibitor's person or property. Set-Up for the Exhibitors will be Friday, January 5th, 9:00am – 2:00pm, and Saturday, January 6th, 7:30am – 9:00am. Exhibitor hours for the 2024 Conference will be:

Friday, January 5th (3:00 pm to 5:00 pm) and Saturday, January 6th (9:00 am to 12:00 pm)

Please return this APPLICATION with PAYMENT to:

VAF EXHIBITS – THERESA WOODALL
P.O. BOX 4055
PORTSMOUTH, VA 23701

**THE COMPLETED AGREEMENT AND PAYMENT MUST BE RECEIVED IN THE VAF ADMINISTRATIVE OFFICE BY
DECEMBER 8th, 2023 TO AVOID LATE FEES.**

Description of Exhibit _____ Check here if you have your own sign _____

Print the name as you want it to appear on your sign _____

Company Name

Phone

Contact Name

Phone

Address

City

State

Zip

We agree to abide by the Rules and Regulations governing this Exposition as printed hereof and which are a part of this agreement.

Authorized Exhibitor Signature

Date

- **ANY/ALL LIVE ANIMALS MUST BE PRE-APPROVED AND A PET FORM COMPLETED AND SUBMITTED WITH THIS APPLICATION.**

THANK YOU

We look forward to seeing you at the conference.

Please complete and return all portions of this Agreement, the registration form, animal approval, and payment to the Fair office.

(Continued on next page)

