

Virginia Association of Counties



2010 Exhibitor Application

**Virginia Association of Counties
1207 E. Main Street, Suite 300
Richmond, VA 23219-3627**

*****Address service requested*****



2010 Exhibitor Information

November 7-8, 2010 at The Homestead in Bath County, Virginia

Why you should be there

- VACo's conference consistently attracts 500+ elected county supervisors and county administrators.
- Your company or organization can interact directly with officials from Virginia's 95 counties.

Exhibit hall hours

- 2-5:30 p.m. on Sunday, Nov. 7
- 8:30 a.m. – 3:30 p.m. on Monday, Nov. 8

Events for the exhibit hall

- Football and refreshments on Sunday
- Coffee break on Monday
- Deli lunch on Monday
- Soda break and mini-affle on Monday

Exhibitor setup and breakdown

- You can begin setup at 9 a.m. on Sunday, Nov. 7, in the exhibit area. Setup must be completed by 2 p.m. when the hall opens. Please note that parking is not allowed along Rt. 220 and cars will be towed.
- Breakdown begins after the mini-affle on Monday, Nov. 8, at 3:30 p.m.

Booth Prices

See attached exhibit hall layout on Pg. 5 for locations.

- Main hall booths are \$750
- Premium spaces are \$850
- Colonnade booths are \$1,000 each
- Associate members may deduct \$50 from booth fee

Booth accessories provided

- Pipe and drape (8-foot back drape, 3-foot side drape)
- One 110-volt electrical plug (extra plugs may be ordered for \$35 each)
- Booth identification sign
- 6-foot draped table
- Two side chairs
- Wastebasket

Exposition Company – Exhibit Shipping & Handling

- VACo's expo company is Hollins Exposition Services. They will contact you several weeks prior to the conference with further information and instructions. If you have questions or concerns about your booth's setup or accessories, you may contact Woody Weaver at ww Weaver@hollins-expo.com or call (540) 362-3940, ext. 118. If you have already paid for an extra electrical outlet, please do not order it again from Hollins or you will be double-charged.

Raffle(s)

- VACo encourages exhibitors to donate items to the annual raffle, which will be held at the end of the VACo business meeting on Tuesday. A mini-affle, made up of some of the items donated by vendors, is held Monday afternoon at 3 p.m. The drawing for a free booth at the 2011 annual conference is held immediately after the mini-affle.
- Raffle winners are determined by drawing names from the completed Bingo cards. Vendors should attach a business card to the donated item to ensure proper recognition during the drawings.

Fish Bowl Drawings

- **What is a fish bowl drawing?** There are different forms of contests offered by individual vendors, the most common is a jar or bowl where visitors drop their business cards. Cards are drawn at random to determine the winner.
- Vendors may conduct their own separate "fish bowl" drawings if they wish; however, it is up to that vendor to post the winners' names on the bulletin board (located by the VACo Registration Desk). Exhibitors are responsible for notifying winners and delivering fish bowl drawing prizes.

Golf Tournament

- VACo sponsors a golf tournament on Saturday, Nov. 6, in connection with the annual conference. The non-refundable fee is \$75 per participant. Prizes, including a \$25,000 Hole-in-One opportunity, are sponsored by VACo Risk Management.

Lodging

- In mid-June, VACo will send a notification e-mail to all confirmed exhibitors. The e-mail will contain reservation instructions, the Homestead room reservation form and other pertinent information. Exhibitors are asked to make their reservations as soon as possible after the release of the reservation form, as room availability is limited.
- Alternative lodging information is available on our web site and is updated each year.

Renewing your space

- Participating exhibitors have from immediately after each conference in November until March 1 the following year to renew their current location. After March 1, all unreserved booths are reassigned and offered to other interested vendors.

Contact Information:

Virginia Association of Counties
1207 E. Main Street, Suite 300
Richmond, VA 23219-3627

☎ Ph. (804) 788-6652 📠 Fax: (804) 788-0083



Annual Conference Exhibitor Agreement

This agreement is made between the Virginia Association of Counties, VACo Services, Inc., & _____, Exhibitor. Exhibitors and their employees agree to abide by all conditions contained herein. The Virginia Association of Counties will have sole control of the exhibit hall. VACo reserves the right to refuse the application of any exhibitor based on lack of space, failure to submit applicable forms or deposits, or incompatibility with VACo's objectives. VACo will assign all exhibit space on a first-come, first-served basis, but will consider the preferences of individual exhibitors if possible.

A deposit of \$350 must accompany a signed Agreement form in order to confirm your space. Space is not confirmed until the agreement is signed by VACo. The balance of the booth fee must be paid by Oct. 1 of the year of the conference or the deposit will be forfeited and the booth resold. The exhibit fee allows only one company per booth. Multiple exhibits require a separate exhibit fee for each booth. If the exhibitor is unable to occupy and use the exhibit space contracted, VACo should be notified prior to Oct. 1. A fee of \$350 will be retained by VACo and a refund of the balance paid will be refunded to the participating firm. No refund will be made if notice of cancellation is made after Oct. 1.

Exhibitor is solely responsible for loss or damage to its property or its agents or employees. The exhibitor acknowledges that it is an independent contractor and exhibitor assumes entire responsibility to protect, indemnify, hold harmless and defend the Virginia Association of Counties, VACo Services Inc., KSL Homestead Management and KSL Homestead Operating company and their employees and agents against all claims, losses and damages to persons or property caused by exhibitor's installation, removal, maintenance or use of the exhibition premises or any part thereof.

Exhibitor shall maintain primary insurance including workers' compensation insurance in statutory amounts and comprehensive general public liability insurance covering automobile, personal injury and property damage with single limits of not less than one million dollars (\$1,000,000) per person per occurrence. All such policies (except workers' compensation) shall specifically state that The Virginia Association of Counties, VACo Services Inc., KSL Homestead Management, LLC. and KSL Homestead Operating Co., Inc. are named as additional insured's. Evidence of such insurance shall be provided to VACo at VACo's request.

The specific requirements as to time for installation and dismantling of exhibits must be followed. Exhibitors desiring to hold drawings or other contests wherein conference attendees will receive prizes must notify VACo. Each exhibit manager is responsible for delivery of prizes. Exhibitors are not eligible to enter the VACo raffle.

Each exhibit booth may be staffed by two people. Fees for each booth entitle two people from each exhibiting company to participate in educational sessions and activities taking place in the exhibit hall, including refreshments and social activities. The fee is \$75 for each additional person staffing the booth. Exhibitors staying at The Homestead may register and attend the banquet. Exhibitors staying elsewhere must buy a banquet ticket if they wish to attend. If there are more than two company representatives, please note their names and banquet preferences on a separate attachment.

Authorized Representative of Exhibitor:

_____ Date _____

Virginia Association of Counties, and VACo Services, Inc.:

_____ Date _____



2010 Exhibitor Application and Agreement

Our Company or Organization

Company _____ Web site _____

Complete address _____

*Contact person name and title _____

*(IMPORTANT: This is the person who will receive all notifications regarding the conference and exhibit hall.)

Telephone _____ E-mail _____ Fax _____

Secondary contact person (if applicable): Name: _____

Title: _____ E-mail address: _____

CURRENT VENDORS – You have until March 1, 2010 to renew the booth you had in 2009. After that date, it is first come, first served.

We would like to renew our booth space # _____ and # _____ (2nd booth if applicable)

NEW VENDORS – Booths will be assigned after March 1, 2010. You will be notified if the booth number you requested has already been renewed by a 2009 exhibitor, and you will be given a choice of the remaining booths available.

We would like to reserve **1 2** booth(s) for our firm. Our top 3 booth choices are 1) _____ 2) _____ 3) _____
(circle one)

Each booth comes with a 110-volt electrical plug. Extra outlets are available for \$35 each. (Order extras below)

Listing in Conference Program Booklet

By-line description of company /products/services for the conference program book listing:

Each exhibiting company, its address, telephone number and above description will be listed in the conference program. If you want to list information different from information at the top of this form, please provide alternative here; otherwise, leave blank.

Company _____ Contact/title _____

Complete address _____

Telephone _____

Other Information

Here's how our company name should be printed on the booth ID sign: _____

For the VACo raffle, our company will donate _____
item(s) (Note: This is optional.)

Company representatives [booth attendants] at the conference will be: (attach extra piece of paper if more than two booth attendants)

1) Name & title: _____

Do you plan to attend the banquet on Sunday night? Yes _____ No _____ Will decide later _____

Guest or spouse? My guest will be: _____ Guest banquet? _____

2) Name & title: _____

Do you plan to attend the banquet on Sunday night? ? Yes _____ No _____ Will decide later _____

Guest or spouse? My guest will be: _____ Guest banquet? _____

If more than two people will be attending, the fee is \$75 each. Please add their names and titles on a separate piece of paper, and include guest and banquet information.

Advertising in Conference Program Book

Advertisements available – Check one

Full-page (black-and-white ad) = \$250
(8" high x 3" wide)

Half-page (black-and-white ad) = \$175
(4" high by 3" wide)

Quarter-page (black-and-white ad) = \$125
(2" high by 3" wide)

We agree to these terms:

All ads must be in a PC-based PDF or TIFF format and submitted by e-mail. No PowerPoint or Word files. Send files to: **gharter@vaco.org**. Please call VACo staff member Gage Harter at (804) 343-2502 for additional information or assistance with your ad. Please use your company or organization name as the file name for the ad.

VACo reserves the right to refuse any advertisement. The advertising company agrees and understands that it cannot cancel this agreement. VACo will have no liability for the omission of any ad. In the event an ad is inadvertently omitted, the advertising company will not be charged a fee.

Print-ready ad is due by **Sept. 7, 2010**. Please keep a copy of the ad specifications for your records.

Company: _____
 Address: (if different from exhibitor application) _____
 Contact person for ad: _____
 Telephone: _____ E-mail: _____

If you want to run last year's ad, check here: _____.

Financial Summary (F.I.N. 54-1649703)

- Booth cost (see exhibit hall layout for pricing) - \$750, \$850 or \$1,000 for each space. \$ _____
 (VACo Associate Members subtract \$50)
 - Add an extra registration fee of \$75 per person if more than two people per booth are attending. \$ _____
 - Extra electrical plug cost (first plug is free, others are \$35 each) Total Extra: _____ \$ _____
 - Advertisement in conference program (full-page ad = \$250, half-page ad = \$175, quarter-page ad = \$125) \$ _____
 - Banquet ticket(s) for those not staying at The Homestead - (\$75 per person) \$ _____
 - Golf tournament entry fee (\$75 per participant) Name of golfer: _____ \$ _____
 2nd golfer: _____ \$ _____
 - Total cost paid with application (a minimum \$350 deposit is required to reserve booth) \$ _____
- Balance due. \$ _____**

Make checks payable to VACo Services, Inc.

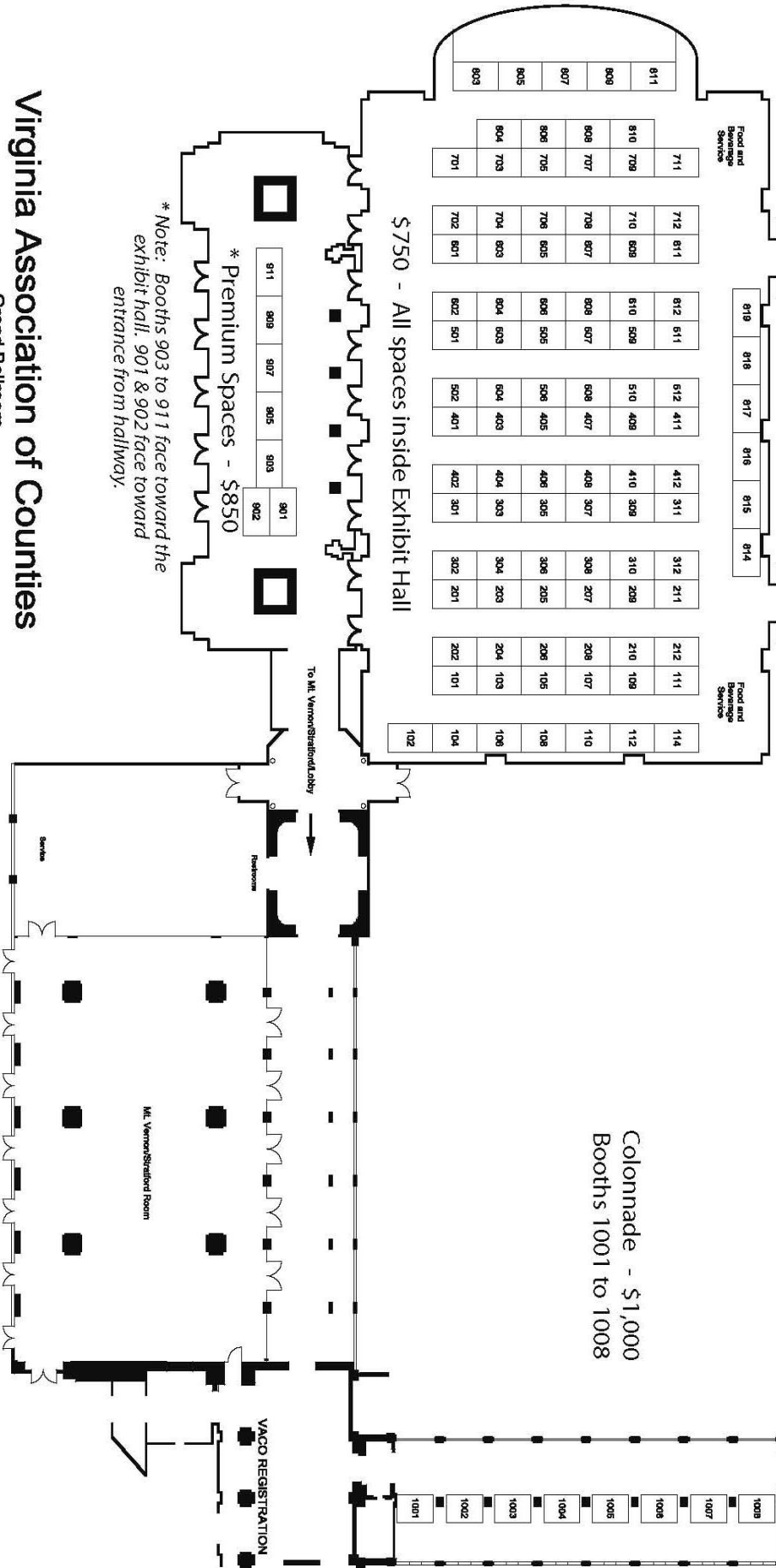
CHARGE OPTIONS: Circle one:				
American Express	MasterCard	Visa	Exp. Date: ____/____	
Name as it appears on card: _____			Card # _____	
Authorized Signature: _____				

Mail signed Exhibitor Agreement (page 3) along with application pages 4 & 5 to:

VACo Services, 1207 E. Main St., Suite 300, Richmond, VA 23219-3627
 or FAX to: (804) 788-0083.

The application is complete when all three pages have been received.

Thank you for your support of the VACo Annual Conference.



\$750 - All spaces inside Exhibit Hall

Premium Spaces (Garden Room)
\$850

Colonnade - \$1,000
Booths 1001 to 1008

* Premium Spaces - \$850

* Note: Booths 903 to 911 face toward the exhibit hall. 901 & 902 face toward entrance from hallway.

Virginia Association of Counties

Grand Ballroom
The Homestead Resort - Hot Springs, Virginia
Booths 101-1013: 10 ft. Wide x 6 ft. Deep

Prepared By:
Registration Services
Roanoke, Virginia
Phone (540) 582-3940