



Virginia Association of Counties

2017 Exhibitor Application

83rd Annual Conference



The Omni Homestead

• Bath County, VA



2017 Exhibitor Information

Exhibit Dates: November 12-13, 2017 • VACo Annual Conference

The Omni Homestead • Bath County, Virginia

Why you should be there

- VACo's conference consistently attracts local government officials and elected county supervisors.
- Your company or organization can interact directly with officials from counties all across Virginia.
- It's fun, and the connections you make can last a lifetime.

Exhibit hall hours

- 1:30 - 5:00 p.m. on Sunday, Nov. 12
- 8:30 a.m. - 3:30 p.m. on Monday, Nov. 13

Events in the exhibit hall

- Cyber Lounge & Charging Station, Booth 705
- Football and refreshments on Sunday
- Refreshment break on Monday
- Deli lunch on Monday
- Soda break and exhibitor drawing on Monday

Exhibitor setup and breakdown

- You can begin setup at 8:30 a.m. on Sunday in the exhibit area. Setup must be completed by 1:30 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 exhibitor drawing on Monday, at 3:00 p.m. Drawing for free booth will be held right after the drawing; you must be present to win.

Booth Prices - New Pricing for 2017

See exhibit hall layout on last page for new booth price tiers and on the Financial Summary (Pg. 6). Early bird prices are effective from 11/16/2016 thru 5/31/2017.

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 uses Hollins Exposition Services for set-up & breakdown of the exhibit hall. They will contact you several weeks prior to the conference with further information and instructions. If you have questions or concerns about booth setup or accessories, you may contact Woody Weaver at wweaver@hollins-expo.com or call 540-362-3940, ext. 118. Electrical is set up by The Omni Homestead. If you need more than one extension cord, **order in advance**.

Exhibitor Drawing and Free Booth for Next Year

- The prize limit (exhibitor giveaway) is \$100. You are responsible for adhering to the gift limit of \$100 and for listing the value with the gift.
- VACo encourages exhibitors to donate items to the drawing which will be held Monday afternoon at 3 p.m. & at the end of the VACo business meeting on Tuesday.
- Winners are determined by drawing names from the completed drawing cards. Exhibitors should attach a business card to their donated item to ensure proper recognition during the drawings.
- Exhibitor Drawing Opt-Out Option – You may opt out from participating in the Drawing Card game. Mark the space on Pg. 4 of the application form and your company name will not appear on the cards.
- The drawing for a free booth at the 2018 annual conference is held immediately after the exhibitor drawing on Monday afternoon (*you must be present to win*).

Drawings at Your Booth (aka Fishbowl Drawings)

- Vendors are allowed to conduct their own fish bowl drawings at their booth with the following stipulations: You are responsible for adhering to the gift limit of \$100 and for listing the value with the gift. Post your winner's name on the bulletin board by the VACo registration desk by 2:30 p.m. Monday. You are responsible for delivering your winner's prize. VACo does not announce nor deliver prizes for exhibitor's individual fish bowl drawings.

Golf Tournament – You Are Invited to Participate

- VACo sponsors a golf tournament on Saturday in connection with the annual conference. The entry fee is \$75 per participant. Good luck to all tournament participants! Sponsorships are available.

Lodging

- On June 15, VACo will send a notification email to the contact person listed on the exhibitor application. The email will contain room reservation instructions, The Omni Homestead room reservation form and other pertinent information. Make your room 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.

Reserving Your Space for the 2017 Conference

- 2016 Exhibitors can renew their current space beginning immediately after the conference until March 1, 2017. After March 1, all unreserved booths are offered to other interested exhibitors. Early bird prices end May 31, 2017.

Questions? Call us at 804.788.6652



2017 Annual Conference Exhibitor Agreement

This agreement is made between the Virginia Association of Counties (VACo), 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.

Exhibitor is solely responsible for loss or damage to its property and the property of 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.; The Omni Homestead; the Homestead Management and their employees, agents and assigns 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.

A nonrefundable deposit of \$350 must accompany a signed Agreement form in order to confirm a space. Space is not confirmed until the Agreement is signed by VACo. The balance of the payment for the booth must be received by October 1 of the conference year, or the booth will be resold and the nonrefundable deposit will be retained. This agreement allows only one company per booth. If an exhibitor would like more than one booth, there will be a separate booth fee and separate nonrefundable deposit for each booth. If exhibitor is unable to attend, and notifies VACo prior to October 1 of the conference year, the nonrefundable deposit will be retained but any amount paid over the nonrefundable deposit will be refunded. No refund of any amount paid will be made for notification of cancellation after October 1 of the conference year.

Exhibitor shall maintain primary insurance including workers' compensation insurance in statutory amounts and comprehensive general 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.; The Omni Homestead; and the Homestead Management are named as additional insureds. 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 for conference attendees to receive prizes must notify VACo. Exhibitors are responsible for notifying individual drawing winners and of the value of the prize for reporting purposes. Exhibitors are responsible for the delivery of prizes.

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 Omni Homestead may register to 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 _____

*****Application is not complete without this page. Return a signed copy of this form with application.*****



2017 Exhibitor Application and Agreement

Our Company or Organization *(This information will be listed in the conference program book unless noted otherwise under "Alternate Listing")*

Company: _____ Web site: _____

Primary Address: _____
City State Zip

Booth ID Sign (here's how we want to be listed): _____

*CONTACT PERSON's name and title: _____
(*IMPORTANT: The contact person is the person who will receive all notifications regarding the conference, lodging & exhibit hall.)

CONTACT's Telephone: _____ E-mail: _____

****Please notify VACo if contact information changes.****

Secondary Contact Person (if applicable): Name: _____

Title: _____ E-mail address: _____

2016 Exhibitors – Renew Your Booth

You have until March 1, 2017 to renew your current booth. After that date, all remaining booths will be offered to other exhibitors. Indicate your choice below:

- YES, we would like to renew the space we had in 2016 - Booth # _____.
- We want to move to a different booth in 2017 and request Booth # _____ or _____.

NEW EXHIBITORS

New exhibitors will be assigned a booth after March 1, 2017. You will be notified if the booth number you requested is available. Your company will be listed in the conference program book if your application is received and paid in full by Oct. 1, 2017. See Booth Availability Chart on our website for remaining booths list.

We would like to reserve a booth. Our top 3 booth choices are 1) _____ 2) _____ 3) _____

Conference Program Listing Deadline is Oct. 1st

Exhibitors will be listed in the conference program provided applications are received by Oct. 1, 2017. VACo will use the information **at the top of this form** for your listing unless you specify an alternate listing below.

Please provide a **one-line, brief description** of your products or services for your listing in the conference program book or CHECK HERE TO USE LAST YEAR'S DESCRIPTION : _____

Alternate Conference Program Book Listing

Do you want VACo to use different information from what is listed at the top of this form? Use the space below for your listing in the program book:

Company _____ Contact name & title _____

Address _____
City State Zip

Telephone _____ Website _____

Exhibitor Drawing and Cards

EXHIBITOR DRAWING ITEMS: Attendees will visit participating booths to have their card checked off. Completed drawing cards are selected at random for the Exhibitor Drawing on Monday at 3:00 p.m. & again after the VACo Business Meeting on Tuesday. The drawings add to the fun, promote name recognition and good will for your business! The gift limit is \$100. The gift value and your company name must be listed on the item.

Our company will donate: _____ **(optional)**

Drawing Card Game Opt-Out _____ *[Check here if you **do not** wish to participate in the Exhibitor Drawing Card game this year; otherwise, leave blank to participate. Exhibitors who opt-out will not be listed on the Drawing Card.]*

FISH BOWL DRAWINGS: Important: Please see Pg. 2 for rules on conducting individual drawings at your booth. The gift limit is \$100. The gift value must be listed on the prize item for reporting purposes.

Booth Attendants and Guests

Two people are allowed per booth. Additional booth attendants may be added at \$75 each. All guests need to be registered [no fee for guest].

Banquet Information

A banquet is held Sunday at 6:30 p.m. and is included in the cost of the room at The Omni Homestead. Attendance is optional but everyone is cordially invited. Banquet tickets are required to attend the banquet. Those who are not staying at The Omni Homestead may purchase banquet tickets for \$75 per person. Banquet tickets will be available at the VACo Registration Desk for those who were unable to preregister. Attendance at the banquet averages 500+ each year and is a great opportunity to interact with your target audience.

Booth Attendant #1

Note: Name & Title is how it will appear on name badge.

Name: _____

Title: _____

Do you plan to attend the banquet on Sunday night? Yes _____ No _____ Waiting to see if I get a room _____

Check here for VEGETARIAN ____ Other dietary request _____

My guest is: _____ Guest banquet? _____ No Guest: _____

Booth Attendant #2

Name: _____

Title: _____

Do you plan to attend the banquet on Sunday night? Yes _____ No _____ Waiting to see if I get a room _____

Check here for VEGETARIAN ____ Other dietary request _____

My guest is: _____ Guest banquet? _____ No Guest:

Additional booth attendants (add \$75 each) unless you have two booths:

Booth Attendant #3

Name: _____

Title: _____

Do you plan to attend the banquet on Sunday night? Yes _____ No _____ Waiting to see if I get a room _____

Check here for VEGETARIAN ____ Other dietary request _____

My guest is: _____ Guest banquet? _____ No Guest:

Booth Attendant #4

Name: _____

Title: _____

Do you plan to attend the banquet on Sunday night? Yes _____ No _____ Waiting to see if I get a room _____

Check here for VEGETARIAN ____ Other dietary request _____

My guest is: _____ Guest banquet? _____ No Guest:

Attendee Name Tags - All conference attendees, exhibitors and guests must wear their name badge for admission to all activities during the conference. If you lose your name tag or forget it in your room, you can obtain a new one at the VACo Registration Desk.

Save the Date: Room reservation request forms for the Omni Homestead are sent to confirmed exhibitors June 15.

Advertising in Conference Program Book

Advertisements available in the Conference Program Book *(Check the size you want)*

FULL PAGE (black-and-white ad) = \$250 HALF PAGE (black-and-white ad) = \$175 QUARTER PAGE (black-and-white ad) = \$125
 (8" high x 3" wide) _____ (4" high by 3" wide) _____ (2" high by 3" wide) _____

Submit your high-resolution TIFF, PNG or PDF format ad by e-mail to: **gharter@vaco.org**. **No PowerPoint or Word files.** Call VACo team member Gage Harter at 804.343.2502 for additional information, questions or assistance with your ad. Use your company or organization name as the file name for your advertisement.

We agree to these terms:

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 advertisement. In the event an ad is inadvertently omitted, the advertising company's advertisement fee will be refunded.

Print-ready ad is due by **Sept. 8, 2017**. Please keep a copy of the ad specifications for your records.

Contact person for ad: _____

Telephone: _____ Email: _____

We want to run last year's ad. _____ *(Check here to use your 2016 ad)*

Financial Summary

(F.I.N. 54-1649703)

Early Bird | Regular Registration | Late Registration

Before June 1 June 1 thru Aug. 31 Sept. 1 thru Oct. 31

* <u>Associate Members subtract \$50 from fees shown.</u>	Exhibit Hall.....	\$ 750 (*\$700)	\$ 800 (*750)	\$ 875 (*\$825)	
	Colonnade	\$1,000 (*\$950)	\$1,050 (*\$1,000)	\$1,100 (*\$1,050)	\$ _____
	Ballroom Foyer	\$ 900 (*\$850)	\$ 950 (*\$900)	\$1,000 (*\$950)	

- **Extra** booth attendant fee of \$75 each if more than two people per booth are attending. \$ _____
- **Extra** 110V electrical plug [Order extra plug ONLY if you need more than one]
 * One plug is provided at each booth. Additional plugs are available @ \$35 each. \$ _____

- 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, including guests, not staying at The Omni Homestead) \$ _____
- Golf tournament entry fee (\$75 per participant) Name - Golfer 1: _____ \$ _____
 Handicap or average score (golfer 1): _____
- Name - Golfer 2: _____ Handicap/avg. score (golfer 2): _____ \$ _____

NOTE: A deposit of \$350 is required to reserve a booth.

GRAND TOTAL: \$ _____

After Oct. 1, full payment is required to reserve a booth.

(Less amount paid with application) \$ _____

FINAL BALANCE DUE: \$ _____

Please note: Invoices for final balance due *(if applicable)* will be mailed out September 1 and balance is due by Oct. 1.

Make checks payable to: VACo Services, Inc.

CHARGE OPTIONS: <i>Circle one:</i> American Express MasterCard Visa Exp. Date: ____/____
Name as it appears on card: _____ Card # _____
Authorized Signature: _____
E-mail for receipt/confirmation of charge: _____

Mail completed Exhibitor Application/Agreement to:
VACo Services, Inc.
1207 E. Main St., Suite 300
Richmond, VA 23219-3627
or FAX: 804.788.0083

To comply with PCI requirements for credit card payments, VACo cannot accept credit card information via email. You may still scan and email your application but leave the card number blank & call us with the number.

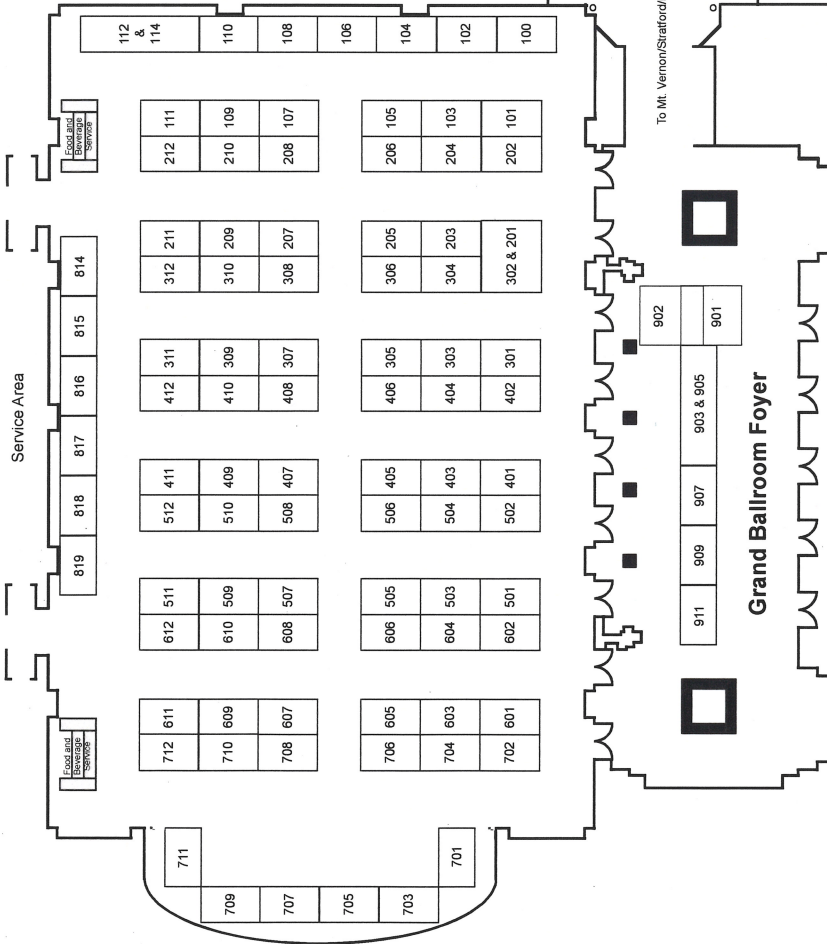
Thank you for your understanding.

VACo
Annual Conference
EXHIBIT AREAS
The Omni Homestead
Bath County, Virginia

All Booths: 10 ft. wide x 6 ft. deep (107)

Main Exhibit Hall - New Pricing Tiers

From Nov. 16, 2016 thru June 1, 2017 - Early-bird \$750 (\$700 Member Fee)
 June 1 thru Aug. 31, 2017 - Regular Registration \$800 (\$750 Member Fee)
 Sept. 1 thru Oct. 31, 2017 - Late Registration \$875 (\$825 Member Fee)



Grand Ballroom Foyer - New Pricing Tiers

From Nov. 16, 2016 thru June 1, 2017 - Early-bird \$900 (\$850 Member Fee)
 June 1 thru Aug. 31, 2017 - Regular Registration \$950 (\$900 Member Fee)
 Sept. 1 thru Oct. 31, 2017 - Late Registration \$1,000 (\$950 Member Fee)

Colonnade - New Pricing Tiers

From Nov. 16, 2016 thru June 1, 2017 - Early-bird \$1,000 (\$950 Member Fee)
 June 1 thru Aug. 31, 2017 - Regular Registration \$1,050 (\$1,000 Member Fee)
 Sept. 1 thru Oct. 31, 2017 - Late Registration \$1,100 (\$1,050 Member Fee)

