



Virginia Association of Counties

2018 Exhibitor Application

84th Annual Conference



The Omni Homestead

• Bath County, VA



2018 Exhibitor Information

Exhibit Dates: November 11-12, 2018 · 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 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. 11
- 8:00 a.m. - 3:30 p.m. on Monday, Nov. 12

Events in the exhibit hall

- Cyber Lounge & Charging Station
- Football, beer and refreshments on Sunday
- Refreshment break on Monday
- Deli lunch on Monday
- Soda break and exhibitor prize drawing on Monday
- Exhibitor Drawing and Drawing for Free Booth in 2019

Exhibitor setup and breakdown

- You can begin setup at 8:00 a.m. on Sunday in the exhibit area. Setup should be completed by 1:30 p.m. when the hall opens. Please note that parking is not allowed along Route 220; cars will be towed. For information on loading dock protocol, call 540.839.1766 and ask for the Security Office.
- Breakdown begins after the 2:30 p.m. exhibitor drawing on Monday. The free booth drawing for 2019 will be held afterwards. **You must be present to win.**

Booth Prices

Booth prices are listed on Page 6 (exhibit hall layout) and on the Financial Summary page. Early bird prices are effective from 11/15/2017 thru 5/31/2018.

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
- Floor is carpeted

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, 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 2:30 p.m. and at the end of the business meeting on Tuesday.
- Winners are determined by drawing completed 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 booth will be indicated on the cards.
- The drawing for a free booth in 2019 is held immediately after the exhibitor drawing on Monday afternoon (*you must be present to win*).

Drawings at Your Booth (aka Fishbowl Drawings)

- Vendors may 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 for reporting purposes. Post your winner's name on the bulletin board by the VACo registration desk by 2:00 p.m. Monday. You are responsible for delivering your winner's prize. VACo does not announce fish bowl prizes. VACo does not deliver prizes for exhibitor's individual fish bowl drawings.

Golf Tournament – You Are Invited to Participate

- VACo sponsors an annual golf tournament on Saturday before the 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 2018 Conference

- Exhibitors can renew their 2017 booth space beginning immediately after the conference until March 31, 2018. After March 31, all unreserved booths are offered to other interested exhibitors. Early bird prices end May 31, 2018.

Questions? Call us at 804.788.6652



2018 Annual Conference Exhibitor Agreement

This agreement is made between the Virginia Association of Counties (VACo), VACo Services, Inc., and _____ 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 to the extent permitted by Virginia law, regulation and public policy, 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 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. To the extent permitted by Virginia law, regulation and public policy, 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 _____

PLEASE NOTE: Your application is not complete without this page. Please return a signed and dated copy of this agreement form when you submit your application.



2018 Exhibitor Application and Agreement

COMPANY or ORGANIZATION (This section will be listed in the conference program book as your contact information unless noted otherwise under "Preferred Listing")

Company: _____ Web site: _____

Primary Address: _____
City State Zip

Booth ID Sign (if different from above): _____

PRIMARY CONTACT PERSON

IMPORTANT: The contact person is the person who receives all notifications regarding the conference & lodging.

Name: _____ Title: _____

Telephone: _____ E-mail: _____

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

Secondary Contact Person (if applicable)

Name: _____ Title: _____

E-mail address: _____

PREFERRED CONFERENCE PROGRAM LISTING

Fill out this section if you want a different name and/or address than what is listed above to be shown in the conference program.
For example: Address above is the corporate office but you prefer the Virginia office to be listed in the booklet.

Company: _____ Web site: _____

Primary Address: _____
City State Zip

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

2017 EXHIBITORS – RENEW YOUR BOOTH

You have until March 31, 2018 to renew your 2017 booth. After that date, all remaining booths will be offered to other exhibitors. YES, we would like to renew the space we had in 2017 - Booth # _____

NEW EXHIBITORS

Booths will be assigned to new exhibitors after March 31, 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) _____

EXHIBITOR DRAWING & DRAWING CARDS

To encourage good traffic throughout the exhibit hall, attendees will visit participating booths to have their card checked off. PARTICIPATION IS OPTIONAL. Completed drawing cards are selected at random for the Exhibitor Drawing on Monday at 3 p.m. and 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. For reporting purposes, the gift value and your company name must be listed on the item.

(optional) Our company will donate: _____

Drawing Card Game Opt-Out _____ [Check here if you **do not** wish to participate in the Exhibitor Drawing Card game this year. This means attendees can still visit your booth but should not ask you to sign their card. Exhibitors who opt-out will not be listed on the Drawing Card.]

For more information about the drawing card incentive and VACo's policy on exhibitor fish bowl drawings, please see Pg. 7.

BANQUET INFORMATION

- A banquet is held Sunday evening, right after the Dominion Opening Reception, and is open to everyone. Attendance at the banquet averages 500+ each year and is another opportunity to interact with your target audience.
- If you are staying at The Omni Homestead, there is no additional cost as it is included in the meal plan; however, for planning purposes and assignment of tickets, we do ask that you let us know if you plan to attend.
- Tickets are required for the banquet and will be taken up at the door. Each ticket is numbered, that way we can give the hotel an accurate headcount in advance. Please be considerate and do not request banquet tickets and then not attend. VACo reserves the right to charge for tickets that were requested but went unused.
- Banquet cancellations can be taken up until October 31st; after that date, no refunds will be issued. If in doubt, you can wait until you arrive and request ticket(s) at the VACo Registration Desk.
- For anyone staying offsite, tickets will be available for sale for \$75 per person at the VACo Registration Desk.

BOOTH ATTENDANTS, GUESTS & BANQUET PREFERENCE

Two people are allowed per booth. Additional booth attendants may be added at \$75 each. Guests may attend at no extra cost but they do need to be registered. Please note that "Guest" is defined as husband or wife, or other family member. Additional co-workers are not considered guests. The name and title you provide below is how your name tag will appear.

Booth Attendant #1

Name: _____ Title: _____
Do you plan to attend the banquet on Sunday night? Yes _____ No _____
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 _____
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. Fee can be added on Pg. 6.

Booth Attendant #3

Name: _____ Title: _____
Do you plan to attend the banquet on Sunday night? Yes _____ No _____
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 _____
Check here for VEGETARIAN _____ Other dietary request _____
My guest is: _____ Guest banquet? _____ NO GUEST _____

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

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, 2018**. 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 2017 ad)*

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

	Early Bird Prior to June 1		Regular Registration June 1 thru Aug. 31		Late Registration Sept. 1 thru Oct. 31		
	Non-Member	Member	Non-Member	Member	Non-Member	Member	
* <i>Associate Member price</i>							
Main 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 extension cord is 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 in September and balance is due by Oct. 1.

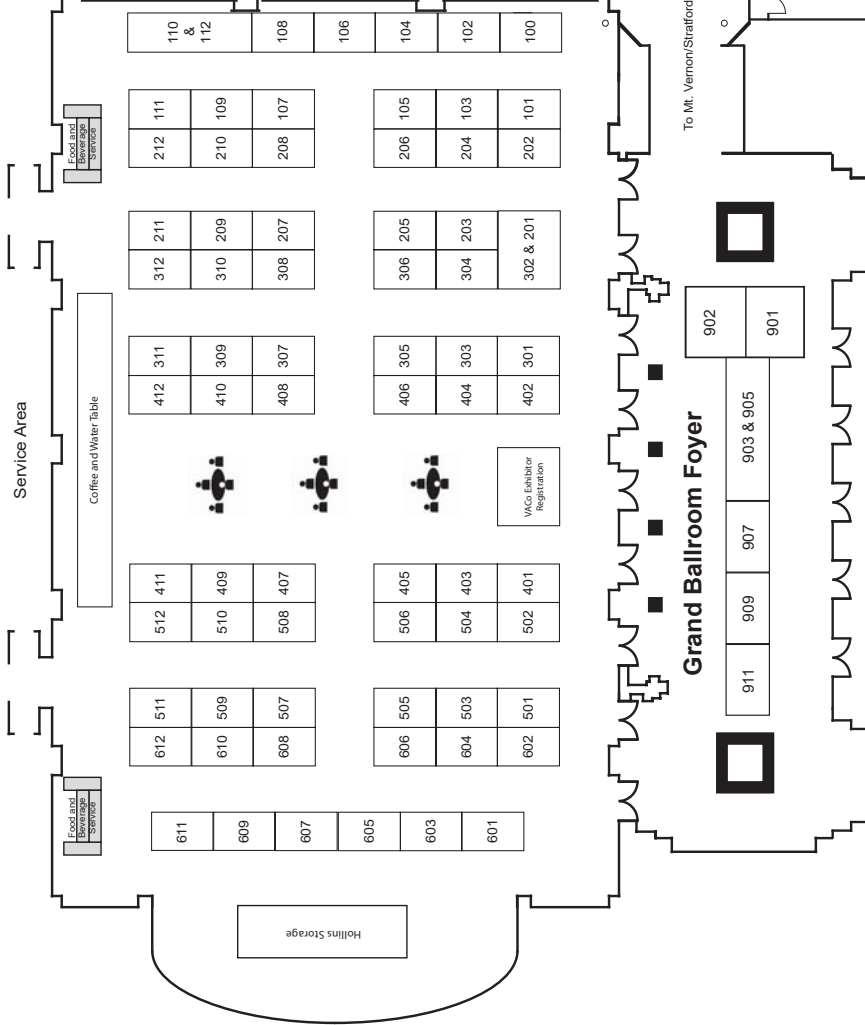
Make checks payable to: VACo Services, Inc.

CHARGE OPTIONS:	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
FAX: 804.788.0083

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

Main Exhibit Hall



2018

VACo Annual Conference EXHIBIT AREAS

The Omni Homestead
Bath County, Virginia

All Booths: 10' wide x 6' deep

