



2020 Exhibitor Application

86th Annual Conference

Hilton Norfolk – The Main

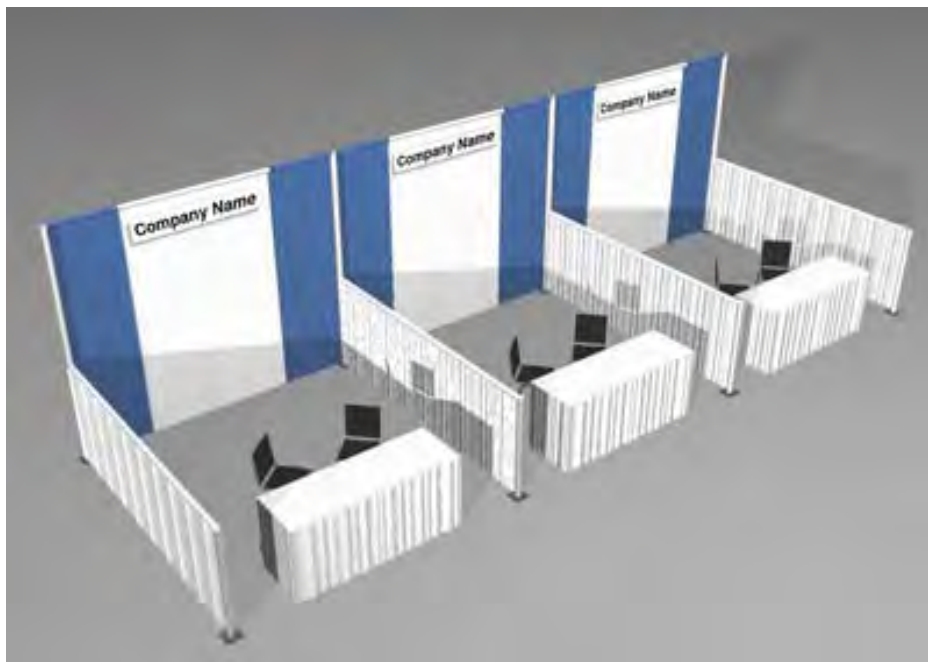


Exhibit Hall Days: November 8-9, 2020



2020 Exhibitor Information

Exhibit Dates: November 8-9, 2020 · VACo Annual Conference
HILTON NORFOLK - THE MAIN

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

- 2:00 - 5:30 p.m. on Sunday
- 8:00 a.m. - 3:30 p.m. on Monday

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 2021

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.
Breakdown begins after the 2:30 p.m. exhibitor drawing on Monday. The free booth drawing for 2021 will be held afterwards. **You must be present to win.**

Exhibition Company Information

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

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 Bill Coburn at bcoburn@hollins-expo.com or call 540.362.3940.

Electrical - If you need EXTRA electrical at your booth, it must be ordered in advance. Make a note on the Financial Summary page (Pg. 6) of this application if extra electrical is required.

Exhibitor Drawing Card and Drawing for Free Booth in 2021

- The prize limit is \$100. You are responsible for adhering to the limit of \$100 and for listing the value with the prize.
- VACo encourages exhibitors to donate items to the drawing held Monday afternoon. Winners are determined by drawing completed cards. Please attach a business card to your donated item with the value amount stated and 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 not appear on the drawing cards that attendees have initialed.
- The drawing for a free booth in 2021 is held immediately after the exhibitor drawing on Monday afternoon (*you must be present to win*).

Private 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.

Golf Tournament - CANCELLED FOR 2020

- The golf tournament *will not* be held in 2020. The tournament will return in 2021 when the conference is once again held at the Omni Homestead.

Lodging

TBD

Lodging information will be sent to confirmed exhibitors as soon as it is available.

Reserving Your Space for the 2020 Conference

- Exhibitors can renew their 2019 booth space beginning immediately after the conference until April 30, 2020. Beginning May 1, 2020, all unreserved booths are offered to new exhibitors. Early bird prices end May 31st.

Booth Prices

Booth prices are listed on the Financial Summary page (Pg. 6). Early bird prices are effective through May 31, 2020.

Questions? Call us at 804.788.6652



2020 Annual Conference Exhibitor Agreement

This agreement is made between 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-serve basis but will consider the preferences of individual exhibitors if possible.

A nonrefundable deposit of \$400 must accompany the signed agreement form to hold 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 September 1, 2020 or the booth will be resold, and the nonrefundable deposit will be retained. This agreement allows only one company per booth. Each exhibit booth may be staffed by two people. Fees for each booth entitle two people from each exhibiting company to participate in education sessions and activities taking place in the exhibit hall, including refreshments and social activities. There is a fee of \$75 for each additional person staffing the 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 the exhibitor is unable to attend and notifies VACo prior to September 1, 2020, 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 September 1, 2020. The specific requirements as to time for installation and dismantling of exhibits must be followed.

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 Norfolk Hilton and their owners, operators and each of their respective parents, subsidiaries, affiliates, employees, officers, directors and agents against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, excluding any such liability caused by the sole gross negligence of hotel and its employees.

Exhibitor shall obtain and maintain, to the extent permitted by law, primary insurance including workers' compensation insurance in statutory amounts and Comprehensive General Liability insurance and Contractual Liability Insurance insuring and specifically referring to the contractual liability set forth in this agreement in an amount no less than two million dollars (\$2,000,000) combined single limit for personal injury and property damage. **To the extent permitted by law**, regulation and public policy, all such policies (except workers' compensation) shall specifically state that the Virginia Association of Counties; VACo Services Inc. and the Hilton Norfolk are named as additional insureds. Evidence of such insurance shall be provided to VACo at VACo's request. In addition, exhibitor acknowledges that neither the Hotel, its operators or owners maintain insurance coverage for exhibitor's property and that is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses.

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.

Authorized Representative of Exhibitor

Date: _____

Virginia Association of Counties, and VACo Services, Inc.

Date: _____

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



2020 Exhibitor Application and Agreement

Hilton Norfolk - The Main

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 (the one who receives all notifications regarding the conference & lodging.)

Name: _____ Title: _____

Telephone: _____ E-mail: _____

Secondary Contact Person (if applicable)

Name: _____ Title: _____

E-mail address: _____

PREFERRED LISTING IN THE CONFERENCE PROGRAM BOOK

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.

CURRENT EXHIBITORS – RENEWING YOUR 2019 BOOTH SPACE

You have until April 30, 2020 to renew your booth. After that date, remaining booths will be offered to other exhibitors.

YES, we would like to renew the space we had in 2019 - Booth # _____

NEW EXHIBITORS

After the renewal period [ends April 30th], remaining booths are assigned to new exhibitors beginning May 1. Due to printer's deadline for the conference program book, the cutoff for having your listing included is October 1st.

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

EXHIBITOR DRAWING & DRAWING CARDS - Winners Announced Monday Afternoon

To encourage traffic throughout the exhibit hall, attendees will visit participating booths to have their exhibitor drawing card initialed. **PARTICIPATION IS OPTIONAL.** Completed drawing cards are selected at random from the raffle drum for the Exhibitor Drawing on Monday afternoon. Check the space below to indicate your participation preference.

YES - Our company wants to be listed on the Exhibitor Drawing Card _____
Our company will donate the following prize for the drawing: _____

PRIZE VALUE LIMIT IS \$100
Donating a raffle prize is optional.

OPT-OUT FROM DRAWING CARD

NO - Our company does not want to be listed on the drawing card and we do not want to initial the exhibitor drawing card _____

FISH BOWL DRAWING

We are having our own fish bowl drawing and will award a prize ourselves. _____

BANQUET INFORMATION

- A banquet is held Sunday evening, right after the Dominion Energy Opening Reception, and is open to everyone. Attendance at the banquet averages 500+ each year and is an opportunity to interact with your target audience.
- For the 2020 conference only, banquet tickets ARE NOT included in the price of the room, no matter where you are staying. Banquet tickets are available for \$85 per person.
- Tickets are required for the banquet and will be taken up at the door. Banquet cancellations can be taken up until October 31st. After that date, no refunds will be issued. If in doubt, it is recommended to wait until you arrive and purchase banquet ticket(s) at the VACo Registration Desk.

BOOTH ATTENDANTS, GUESTS & BANQUET PREFERENCE

Each booth is allowed two booth attendants; additional booth attendants may be added at \$75 each. Guests may attend at no extra cost but 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 nametag will appear.

Booth Attendant 1 Name: _____ Title: _____

Email (for conference notifications): _____

Booth Attendant 2 Name: _____ Title: _____

Email (for conference notifications): _____

ADDITIONAL BOOTH ATTENDANTS @ \$75 EACH

Booth Attendant 3 Name: _____ Title: _____

Email (for conference notifications): _____

Booth Attendant 4 Name: _____ Title: _____

Email (for conference notifications): _____

GUEST/SPOUSE:

Name: _____

Name: _____

Name: _____



CONFERENCE PROGRAM BOOK ADVERTISEMENTS

_____ **FULL PAGE (8" X 3") - \$250** _____ **HALF PAGE (4" X 3") - \$175** _____ **QUARTER PAGE (2" X 3") - \$125**

Check the ad size you want to run in the VACo Annual Conference Program Book. Submit your high-resolution advertisement in TIFF, PNG or PDF format to: gcharter@vaco.org. For more information on ad specs or assistance with your ad, call Gage Harter at 804.343.2502 or email gcharter@vaco.org.

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 September 8, 2020. Please keep a copy of the ad specifications for your records. ***

Contact person for ad: _____

Telephone: _____ Email: _____

PRICING AND FINANCIAL SUMMARY (F.I.N. 54-1649703)

VACO ASSOCIATE MEMBERS & PREMIER PARTNERS

MAIN EXHIBIT HALL

- \$ 700 - EARLY BIRD (Ends 5/31/2020)
- \$ 750 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$ 800 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

COLONNADE ROW

- \$ 950 - EARLY BIRD (Ends 5/31/2020)
- \$1,000 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$1,050 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

PRE-FUNCTION (Ballroom Foyer)

- \$ 850 - EARLY BIRD (Ends 5/31/2020)
- \$ 900 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$ 950 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

NONMEMBER PRICING

MAIN EXHIBIT HALL

- \$ 750 - EARLY BIRD (Ends 5/31/2020)
- \$ 800 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$ 875 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

COLONNADE ROW

- \$1,000 - EARLY BIRD (Ends 5/31/2020)
- \$1,050 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$1,100 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

PRE-FUNCTION (Ballroom Foyer)

- \$ 900 - EARLY BIRD (Ends 5/31/2020)
- \$ 950 - REGULAR REGISTRATION (June 1 thru 8/31/2020)
- \$1,000 - LATE REGISTRATION (9/1/2020 thru 11/5/2020)

\$ 50.00	Application Fee
\$	Booth Price <i>[If unsure about membership status, call us at 804.788.6652.]</i>
\$	Extra Booth Attendant (if more than 2 people from your company will be attending) @ \$75 ea.
\$	Extra Electrical Hookup @ \$35 ea. [Each booth will have one electrical hookup.]
\$	Conference Program Book Advertisement
\$	Banquet Tickets @ \$85 per person <i>(Banquet tickets not included in room price this year.)</i>
\$	GRAND TOTAL

*** NOTE: A deposit of \$400 is required to reserve a booth or you may pay in full now. ***

I am paying the full amount today.

I am paying the \$400 deposit today. I understand I will be billed for the remainder and the balance is due by September 1, 2020.

CHARGE OPTION:

Card Exp. Date ____/____/20____
Month Year

Name as it appears on the card: _____

Card Number: _____

Authorized Signature: _____

Email for credit card receipt: _____

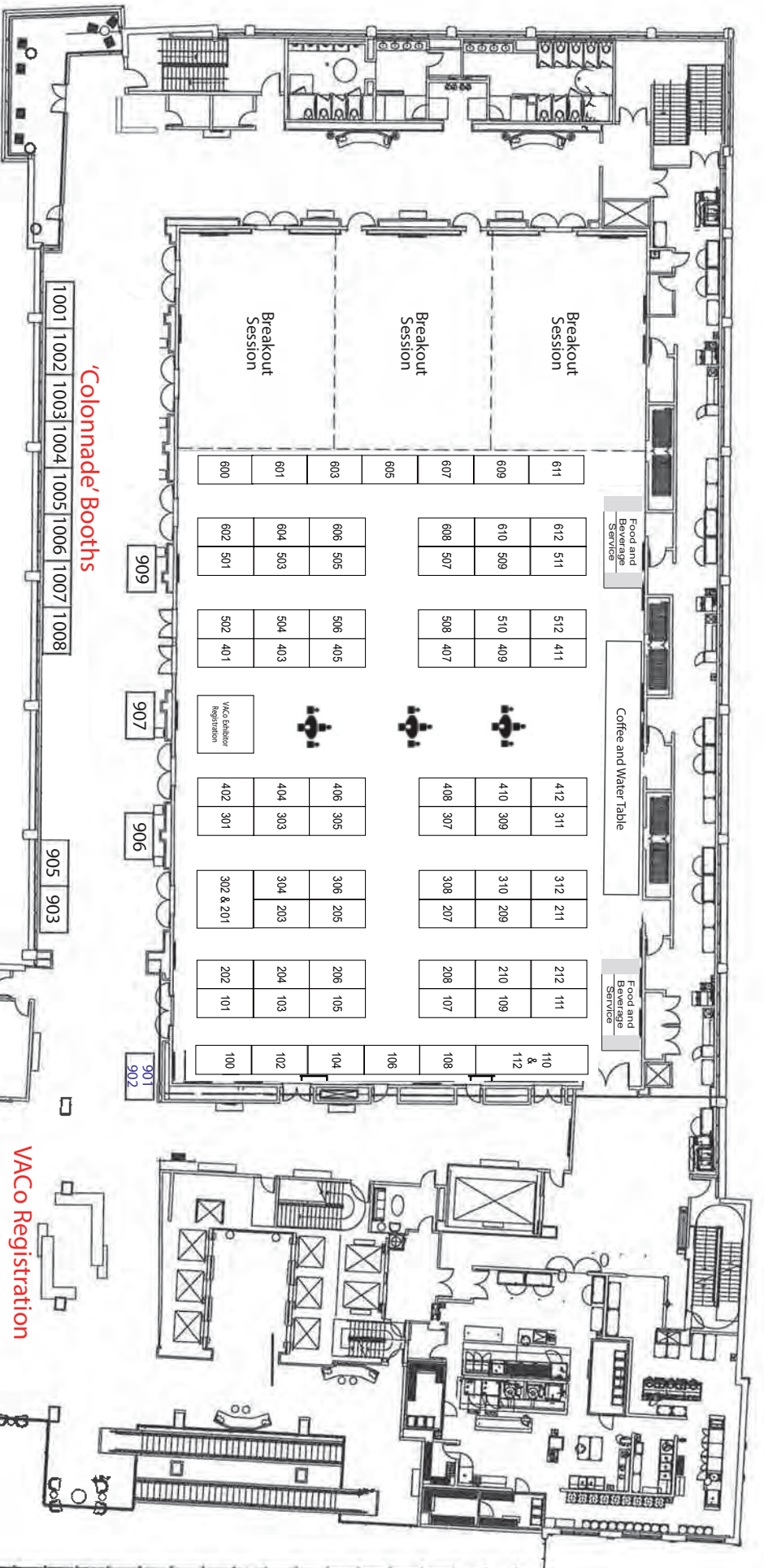
Mail completed exhibitor application/agreement form to: VACo Services, Inc., 1207 E. Main St. Suite 300, Richmond, VA 23219 or Fax to 804.788.0083, Attn: VACo Conference Exhibitors



Hilton Norfolk The Main
 Grand Ballroom and Prefunction
 Norfolk, Virginia

All Booths: 10' wide x 6' deep

2020 VACo Annual Conference EXHIBIT AREAS



HOLLINS
 EXPOSITION SERVICES
 540.362.3940