



PO Box 29069
Henrico, Va 23242
Phone (804) 739-1400
Fax (804) 643-0311
VirginiaAutomotiveAssociation@gmail.com
www.VaAuto.org

Exhibitor Detail Form

Please read completely and forward to those working your tabletop.

2024 Virginia Automotive Association Convention April 19 – 21, 2024

Omni Homestead, 7696 Sam Snead Highway, Hot Springs, Virginia, 24445

Tradeshow: Saturday, April 20th from 8:00 pm – 10:00 pm

Tabletop Details: 3' x 6' Draped Table, 2 Chairs, Signage and Electricity

Set Up Times: Saturday, April 20th from 1:00 – 5:00 pm

Take Down Times: All tabletops must be taken down at the conclusion of the tradeshow at 10:00 pm or before 10:00 am Sunday, April 21st.

Unloading and Show Set Up: The tradeshow will take place in the Regency Ballroom. Please be prepared to set up your tabletop between 2:00 and 6:00 pm on Saturday. If you had items shipped to Omni Homestead, please contact the hotel for pickup information.

Parking: Parking is available via valet or self-parking at the Homestead.

Shipping Items: Please see the attached Exhibitor Agreement Document for more details.

Room Reservation: Please use the following link to make your room reservation. [Linked here](#)

Deadlines: Registration deadline for exhibitors is March 29, 2023. Registering afterwards will result in a \$100 fee.

We look forward to your presence at our conference and thank you in advance for your continued support of the automotive profession. We have also included a list of sponsorship opportunities throughout the year that are available. Please note that the availability of sponsorship is subject to change. Please call (804) 739-1400 or email VirginiaAutomotiveAssociation@gmail.com if you would like to become a sponsor.

Sincerely,

Sarah Keeney
Director of Events
Virginia Automotive Association

Exhibitor Guidelines and Contract Regulations

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1. Application – This application for space, along with full payment and formal notice of assignment, constitutes a contract for the right to use the exhibit space as assigned. All exhibits and exhibitors are subject to the following regulations:
 - a. Applications are processed and assignments made in the order received.
 - b. Tabletops rent for prices stipulated on Exhibitors registration form.
 - c. Full payments of tabletop rental must accompany this application to be processed.
 - d. Tabletop space cancellation must be in writing and is subject to a \$100 cancellation fee; NO REFUNDS after postmark or fax date of April 5, 2024.

PLEASE NOTE: TABLETOP ASSIGNMENTS WILL NOT BE TAKEN BY PHONE. NO EXCEPTIONS WILL BE MADE.

2. Arrangements – Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided to the exhibitor by the **Virginia Automotive Association** will consist of one appropriate size skirted table and two chairs. Additional chairs will be provided only with advance payment. Complimentary wireless internet is provided throughout the entire exhibit hall. Trash receptacles will be throughout the exhibit hall but will not be provided for each exhibit tabletop. Electrical service (limited to one 110-volt outlet – 2 plugs) will be provided. Exhibitors must supply their own extension cords, tape and other office supplies.
3. Shipping, Installation and Dismantle – Arrangements with a shipping company, if needed, are the sole responsibility of the exhibitor. Storage of exhibits shall NOT be the responsibility of the Virginia Automotive Association or any committee or individual members of the Virginia Automotive Association nor the hotel.

Please contact Omni Homestead for hotel specific shipment information. Call (800) 838-1766
Installation of Exhibits: April 20, 2024 from 1:00 pm – 5:00pm
Exhibit Hall Hours: April 20, 2024 from 8:00 pm – 10:00pm
The exhibitor agrees not to dismantle, pack or remove any part of this exhibit until the close of the exhibit hall, Saturday, April 20 at 10:00pm. Materials must be crated and packed for shipment by Sunday, April 21, 2024, at 8:00am.
4. Building and Equipment – Exhibitors or their agents shall not abuse or deface the walls or floors of the building, booths, equipment or furnishing in the booth. The exhibitor will be held liable for any and all damage.
5. Conditions – No exhibitor shall assign sublet or share the whole or any part of the space allotted. No exhibitor is permitted to show goods or services other than those manufactured or provided by his firm in the regular course of business. Exhibits related to employment or practice opportunities for non-profit organizations, government entities or educational institutions may be accepted.
6. Safety Codes – The exhibitor assumes full responsibilities for complying with city and hotel regulations concerning fire, safety and health. It is understood that all exhibit materials shall be flameproof and bottled gas or any other type of flame will not be permitted. All electrical displays and equipment must be wired in accordance with requirements.
7. Solicitation – All demonstrations and interviews must be conducted within assigned tabletop spaces. All exhibitor printed materials, souvenirs and other articles must be distributed within assigned booth space. Absolutely no exhibitor will be allowed distribution of printed materials, souvenirs, or other articles in or around the registration area, educational sessions or exhibit hall entrance. Giveaways and other promotional techniques may be utilized with prior authorization from the Virginia Automotive Association. If hospitality suites are desired, they are the sole responsibility of the exhibitor. Hospitality suites may not be open any time during education courses, meetings, receptions, or exhibit hall hours and must be approved, in advance, by the Virginia Automotive Association. A copy of all surveys to be distributed during the 2024 Virginia Automotive Association Convention must be submitted to the Virginia Automotive Association prior to March 29, 2024 for approval. Violation of that regulation may result in the eviction of an exhibitor.
8. Restrictions – The association reserves the right to restrict exhibits which, because of the noise, method of operation or any other reason, become objectionable. Exhibits which in the opinion of the Virginia Automotive Association detract from the general character of the exhibit as a whole, will be prohibited. In the event of an eviction, the Virginia Automotive Association is not liable for any refund. Intoxication of representatives and or exhibitors will result in immediate eviction and ban from exhibiting at future Virginia Automotive Association events/conferences. Exhibitors will not use live animals for any purpose while on Omni Homestead premises. Use of tobacco products inside Omni Homestead facilities is

prohibited. The exhibitor is responsible for ensuring that all individuals associated with it comply with this policy. Kitchen use is not permitted, nor are outside food or beverages. You may not serve any alcohol to attendees. Food/beverages may not be served unless purchased separately through the Hotel.

9. Liability – Neither the Virginia Automotive Association nor the Omni Homestead will be liable for loss or damage to property of the exhibitor or his representatives from theft, fire accident, loss in transit or other causes. Exhibitor hereby assumes the entire responsibility and liability of losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment or other property brought upon the premises and agrees to indemnify, defend, and hold harmless the Virginia Automotive Association, the Omni Homestead and its owners, servants, agents and employees against all claims or expenses for such losses – including reasonable attorney's fees arising out of all the use of the hotel premises excluding any liability caused by the sole gross negligence of the Virginia Automotive Association or the Omni Homestead or its owners, servants, agents and employees. The vendor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Omni Homestead and exhibit company's furnishings, vendor's displays, equipment, and other property brought upon the premises of the Omni Homestead and shall indemnify and hold harmless the Omni Homestead and the Virginia Automotive Association, agents, servants, and employees from any and all such losses, damages and claims.
10. Admission – Exhibit Hall admission is by official badge only. Exhibitors are expected to wear the official badge at all times. Exhibitors not wearing and unable to produce the official badge immediately upon request may be ejected from the exhibit hall. Two free registration badges are furnished to each exhibitor for each booth space rented (additional may be purchased). Only official representatives of exhibiting companies are permitted to wear exhibitors' badge.
11. Regulations – The regulations are a part of the contract between the exhibitor and the Virginia Automotive Association formulated in the best interest of the exhibitor for each booth space rented. Points not covered in this contract are subject to the decision of the Virginia Automotive Association.
12. Space Assignments –Tabletop assignments are on a first come first serve basis. The Virginia Automotive Association shall locate the tabletop in one of the locations designated on the Exhibitor's contract but reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.
13. COVID-19 Release & Hold Harmless Agreement – By registering and attending a Virginia Automotive Association event/meeting you acknowledge that there is an unknown risk of exposure to communicable diseases such as COVID-19 through exposure to contaminated objects, as well as through personal contact. Such exposure carries with it a certain degree of risk that could result in illness, disability, or death. You agree to release and hold harmless the Virginia Automotive Association, its employees, officers, and vendors from and against all claims of damages and liability resulting from exposure. Registrants/Attendees also warrant they are abiding by their state/locality.
14. Charges and Applicable Taxes – Exhibitor agrees to pay all charges and applicable taxes for rental items, goods, and services made a part of this Exhibitor Agreement. Please contact the hotel directly for A/V and rental items such as Easels, chairs, tables, LEC monitors, LCD monitors, laptop computers, and dedicated Wi-Fi connections at (800) 838-1766.

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Company Name: _____

Phone Number: _____ Cell/Alternate #: _____

Contact Person: _____ Email: _____

Person Registering for Event: _____ Email: _____

Person Attending Event: _____ Email: _____

Contract & full payment required to reserve tabletop space. Reservations can not be made by telephone.
Electricity is included in your pricing. Extension cords will not be provided.

Size of all tabletops: 3' X 6' draped table Exhibits: Saturday, April 20 from 8:00 pm – 10:00 pm

List names of competitors you do not wish to be near: _____

Tabletop identification sign (1 line only – company): _____

Badges – Two badges are distributed to each exhibitor. Extra badges may be purchased for an additional fee. Please contact VirginiaAutomotiveAssociation@gmail.com for more information.

Name: _____ Email: _____

Name: _____ Email: _____

Special Needs: _____

Payment – Registration includes two name badges, tabletop exhibit, signage, and electricity.

Make checks payable to the Virginia Automotive Association and mail to **P.O. Box 29069, Henrico, VA 23242-0069** or email completed form to VirginiaAutomotiveAssociation@gmail.com Fax to **(804) 643-0311** if paying by VISA, MasterCard, or American Express.

Tabletop \$550.00 x () = \$ _____

Additional Options:

Additional Attendees to the Vendor Hall Only \$ 75.00 x () = \$ _____

Full Convention Registration \$285.00 x () = \$ _____

(Friday Night Picnic, Saturday breakfast, Saturday Education Classes, Banquet)

Friday Golf Registration \$160.00 x () = \$ _____

Friday Wine Tasting \$ 75.00 x () = \$ _____

Saturday Sporting Clay Shooting Event \$165.00 x () = \$ _____

Late Fee (if postmarked after March 29, 2024) \$100.00 x () = \$ _____

TOTAL \$ _____

AMERICAN EXPRESS, MASTERCARD OR VISA ONLY

Name on card (print): _____ Card number: _____

Exp. Date: ___/___ Security CVV Code: _____ Billing Address & City (required): _____

Billing Zip Code (required): _____ Signature (required): _____

In accordance with the attached Contract Regulations governing the exhibits to be held at the Omni Homestead, April 20, 2024, the undersigned accepts and agrees to all terms and hereby makes an application to exhibit. Upon application acceptance, this document constitutes a formal contract.

Authorized Signature _____ **Date** _____

It is the responsibility of the company to communicate show hours, hotel reservations and shipping information with the person attending the show.