



# Virginia Water Well Association

## **VWVA Winter Conference & Trade Show February 15-17, 2012**

# Exhibit at the event of the year!

### Agenda Overview

#### **Wednesday, February 15th**

07:30am	Registration Opens
07:30am - 10:30am	Trade Show Set-Up
10:30am - 04:30pm	Trade Show Open

#### **Thursday, February 16th**

07:00am - 05:00pm	Registration Open
08:00am - 01:30pm	Trade Show Open - Coffee in the Exhibit Hall
12:00N - 01:30pm	Lunch in the Exhibit Hall
01:30pm - 04:00pm	Trade Show Tear Down
04:30pm - 08:30pm	Reception & Auction

#### **Friday, February 17th**

08:00am - 09:15am	Breakfast & Membership Meeting
12 Noon	Meeting adjourns



# **Virginia Water Well Association**

**The VWVA Conference & Trade show will be held this year at the**

**Holiday Inn Select  
1021 Koger Center Blvd  
Richmond, VA 23235**

## **Reservations**

\*Call (804) 379-3800 or 1-800-397-1034; mention that you are attending the VWVA Conference.

\*Room Rate: \$94.00, single or double.

\*Room Cut-Off Date: VWVA discount ends January 31, 2012.

## **Directions**

**From Washington D.C. Traveling I-95 South** Take Exit 79\* (Powhite Parkway - 195). Keep to the left and follow Powhite to Midlothian Turnpike (Route 60-West). Follow Midlothian Turnpike 2 miles to Koger Center Blvd. Hotel will be on your right.

**From North Carolina Traveling I-95 North** Take Exit 67 Chippenham Pkwy. Follow 10 miles to (Route 60) Midlothian Turnpike West. 5 Miles to Koger Center Boulevard. The Hotel will be on your right.

**From Charlottesville Traveling I-64 East** Take Exit for I-288 South to Route 60/ Midlothian Turnpike (East). Follow Midlothian Turnpike approximately 3 miles to Koger Center Blvd. Hotel will be on your left.

**From Virginia Beach** Stay on I-64 West. Follow signs to I-95 (do not take I-295-N). Stay on I-95 North to Powhite Pkwy 195 (Exit 79)\*. Follow Powhite Pkwy to Midlothian Turnpike West (Route 60) for 2 miles to Koger Center Blvd. Hotel will be on your right.

\* Powhite Pkwy is also listed as Route 76 when traveling south of the James River.

Please email application to: [thering@vawaterwellassociation.org](mailto:thering@vawaterwellassociation.org) or Fax to: 804-525-7799



# Virginia Water Well Association

To: Exhibitors  
From: Taylor Hering, Exhibits Manager  
Virginia Water Well Association  
Re: Details on shipping, internet, and A/V equipment

Thank you for joining us at the 2012 VWVA Winter Show. Please read the following items for information that will make your set up easier.

#### PRE-SHIPPED ITEMS:

Parcels will be accepted (3) days prior to event setup date and may be pre-shipped to:

**Convention Services Department  
Holiday Inn Select/Koger South Conference Center  
1021 Koger Center Boulevard  
Richmond, VA 23235**

Make sure you put the name and date of the function (VWVA Trade Show) on the label. Include the name of the person representing your company at the Trade Show.

**\*\*Note:** A \$2.00 per parcel charge applies to pre-shipped/pre-stored parcels for handling!

#### TELEPHONE/DATA LINE SERVICE:

The Holiday Inn provides internet service as follows:

High-Speed Internet \$30.00 per day OR \$60.00 for 3 Days

#### AUDIO/VISUAL ORDERS:

To make other requests for Audio/Visual Equipment, contact me and I will place your order.

1-42" LCD Flat panel computer input with truss stand \$600.00

1-32" TV Monitor on card with DVD/VHS \$3

All terms and conditions of this agreement shall be binding upon the parties hereto, their heirs or representatives and assigns forever, and cannot be varied or waived by any oral representatives or promise of any agent or other person of the parties hereto unless the same be in writing and mutually signed by the duly authorized agent or agents who executed this agreement.

# VWVA Virginia Water Well Association

## Sponsorship Opportunities

**Registration: \$1000.00.** Company logo on all pre-registration information. Sign at the registration desk. A year's advertising in the newsletter and the website. A listing in the conference program and a listing in the newsletter, a sponsor sign on your booth.

**Member Breakfast: \$750.00.** Sign at member breakfast plus logo on any member information handed out at meeting. A year's advertising in the newsletter and the website. A listing in the conference program and a listing in the newsletter, a sponsor sign on your booth.

**Morning Coffee: \$500.00.** Sign at both morning coffee breaks. A year's advertising in the newsletter and the website. A listing in the conference program and a listing in the newsletter, a sponsor sign on your booth

I would like to be a \_\_\_\_\_ () Sponsor

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PAYMENT INFORMATION:

Make checks payable to VWVA and mail to: VWVA, PO Box 1128, New Market, VA 22844  
Return check fee is \$30.00

**VISA and MasterCard** are accepted. Complete information below and fax form to 540-740-4556

VISA or MasterCard (Circle One)

Cardholder name (as it appears on the card): \_\_\_\_\_

Does your company name appear on the card? \_\_\_\_\_

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. date: \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_ Amount of credit card payment: \$ \_\_\_\_\_

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Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Product Description: \_\_\_\_\_

**Booth Rates:**

10'x6' Booth Member: \$400.00 Non-member: \$500.00 Electric: \$45 per booth

Outdoor space Member: \$300.00, Non-member: \$400.00 (2 or more outdoor spaces, deduct \$75.00 each)

Two (2) free full registrations are included with each booth.

Additional exhibitor registrations are \$3550.00 each (includes lunchslunches & trade show events reception only).

Print the names of individuals who will be representing your company in your booth:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

NOTE: All fees must be paid by January 6, 2012. Booth fees will be refunded if cancellation is received in writing by January 6, 2012. Booth fees, minus \$175.00 will be refunded if cancellation is received in writing after January 6, 2011 and before January 22, 2010. Payment of full booth fee is required if cancellation is received after January 22, 2012.

**FEES:**

I need \_\_\_ 10'x6' booth(s) @ \$400.00 (non-members pay \$500.00 per booth) \$ \_\_\_\_\_

I need \_\_\_ Outdoor space(s) @\$300.00 (non-mbr \$400.00) (Deduct \$75 PER outdoor space over 1) \$ \_\_\_\_\_

I need electricity for \_\_\_ booth(s) @ \$45.00. \$ \_\_\_\_\_

**BADGES:**

\_\_\_ Additional Exhibitor Badges @\$50.00 (includes Wed. lunch & reception/Thurs. lunch) \$ \_\_\_\_\_

\_\_\_ Additional Full Conference Registrations @\$125.00 (all events, classes, meals) \$ \_\_\_\_\_

\_\_\_ Additional Banquet/Hospitality Ticket(s) @\$40.00 \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

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Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. date: \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_ Amount of credit card payment: \$ \_\_\_\_\_

# Terms & Conditions

All terms and conditions of this agreement shall be binding upon the parties hereto, their heirs or representatives and assigns forever, and cannot be varied or waived by any oral representatives or promise of any agent or other person of the parties hereto unless the same be in writing and mutually signed by the duly authorized agent or agents who executed this agreement.

## 1. DEFINITIONS:

a. "PRODUCER" shall mean Virginia Water Well Association.

b. A Building Manager shall mean the facility manager or a designated representative during their absence.

c. A "Premises" and A "Hotel" shall mean Holiday Inn Select.

2. ELIGIBILITY OF EXHIBITS: The Producer reserves the right to determine the eligibility of any company or product to exhibit in the show.

3. SUBLETTING OF EXHIBITS: No Exhibitor shall assign, sublet or apportion the whole or any part of his/her exhibit space.

4. RELOCATION OF EXHIBITS: The Producer reserves the right to alter locations as shown on official floor plan as deemed advisable or necessary.

5. BOUNDARIES: No part of any exhibit may extend beyond Exhibitors assigned space boundaries. Aisle space is controlled by the Producer.

## 6. EXHIBITS:

a. Exhibitors move in and set-up on February 15th, 2012, from 7:30 am to 11am. All exhibits shall be completed and in operating order by 11am on 2/15/12.

b. No walls exceeding eight feet at back wall or three feet at sides may be constructed unless prior written permission is given by the Producer.

c. The Producer reserves the right to finish and decorate any unfinished partitions, backs of signs that are, in the Producers opinion, exposed to the public view. Exhibitor agrees to reimburse the Producer the actual cost of said finishing and/or decorating.

d. Dismantling of any display prior to the closing hour of the show is prohibited.

e. Exhibitors must comply with all state and local laws, rules, regulations and ordinances.

f. The Producer shall have sole control over all admission policies. No smoking will be permitted in the exhibit hall.

7. LIMITATION OF LIABILITY: The Exhibitor agrees to make no claim against the Producer, show Sponsor or the city or state wherein show is held for loss, theft, damage of goods, nor for any injury to him or his employees, suffered while show is being set up, taken down or in progress. Exhibitor agrees to indemnify and hold harmless the show Producer, show Sponsor and the city and state wherein the show is held, of all claims arising out of acts, omissions or negligence of Exhibitor, his employees or his agents.

8. INSURANCE: Exhibitors who desire insurance for their exhibits must purchase same at their own expense. (See section 16)

9. PERSONAL PROPERTY: The Exhibitor hereby waives all right under the Constitution and the laws of the Commonwealth of Virginia or any other state to claim personal property exempt as against any liability, debt or obligation arising under this agreement.

10. FOOD & BEVERAGES: No food or beverages shall be brought onto the premises except through the building concessionaire, who has been assigned those rights through a contract with the Producer.

11. FREE SAMPLES: No free samples of food, beverage or any product may be given away or otherwise distributed by Exhibitor or his agents without prior written approval of the Producer. (small candies,

etc. excluded.)

12. FAILURE TO EXHIBIT: If the Exhibitor, being entitled to possession through this agreement, shall fail to take possession of or to use the premises, no rent refund shall be made and the full rent called for by this agreement shall be payable by the Exhibitor to the Producer as liquidated damages, and not by way of penalty. Late setup is strictly prohibited and may result in forfeiture of the right to exhibit.

13. REMOVAL OF EFFECTS: The decorator shall have the right to remove all effects remaining on the premises after 5 pm on 2/17/12 at Exhibitors' expense and to store same at the sole expense of the Exhibitor, and without any liability therefore on the part of the Hotel or the Producer or their agents.

## 14. DAMAGE:

a. Exhibitor, his agents, guests or patrons shall not injure, mar or in any manner deface the premises or equipment therein, and shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the premises and will not drive or permit to be driven nails, hooks, tacks or screws into any part of the premises and will not make nor allow to be made any alterations of any kind therein. Should any of the aforementioned prohibited acts occur, Exhibitor agrees to promptly make restitution therefore to the Hotel by cash or certified check.

b. Exhibitor agrees that if any portion of his show space shall be damaged by the act, default or negligence of himself, or of his agents, employees, patrons or guests, Exhibitor will pay to the Hotel upon demand such sum as shall be necessary to restore the premises and/or equipment to their previous condition. Exhibitor hereby assumes full responsibility for the acts and conduct of all persons within his exhibit area.

15. MAINTAINING THE PEACE: The Producer or her representatives shall have the right to eject any disruptive or objectionable persons from the premises. Upon exercise of this authority, Exhibitor hereby waives any and all right or claim for damages against the Producer, the Hotel or their agents.

16. HOLD HARMLESS: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center (Hotel) and shall indemnify and hold harmless the Hotel, agents, servants and employees from any and all such losses, damages and claims.

17. SELLING POLICY: Exhibitors shall not solicit business or distribute samples, catalogs, etc, in a manner that may be considered a noisemaker or show stopper.

18. TERMINATION OF THE SHOW: If the Producer determines that the premises wherein the show is being held have become unfit for occupancy or if they become materially interfered with by reason of strike, embargo, injunction, act of war, act of God, or any other act or event not the fault of the Producer, this agreement may be terminated by the Producer in the event of such termination. The Producer may, after deducting all cost and expenses, including a reserve for claims, refund to the Exhibitor as for complete settlement and discharge of said Exhibitors claims and demands, his pro-rate share of all monies paid by all exhibitors.

19. PAYMENT AND CANCELLATIONS: All exhibit spaces must be paid for in full prior to the opening of the show. No cancellations will be honored after January 22, 2012.

In signing this agreement, I understand and agree to all terms & conditions of this contract. \_\_\_\_\_