

2017 Virginia Engineers Conference EXHIBITOR CONTRACT

CONFERENCE DETAILS:

September 20-21, 2017

Renaissance Portsmouth Hotel & Waterfront Conference Center

EXHIBITOR FEE:

All Exhibitors will be listed on the conference website with a link to their company website. Each booth will be equipped with a draped table and wireless internet. Two company representatives are allowed per booth per day. If you send additional representatives, an additional fee is required. Exhibit space assignments are made on a first-come, first served basis determined by the date the contract and payment are received.

Two-day exhibitors receive admission to the tasting Wednesday evening for two company representatives. An additional fee of \$40 per person is required for one-day exhibitors.

COMPANY INFORMATION:

COMPANY
NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

WEBSITE _____

REPRESENTATIVE INFORMATION:

Two company representatives are allowed per booth per day. Please let us know if you need to send additional representatives.

REPRESENTATIVE 1:

REPRESENTATIVE 2:

NAME _____

TITLE _____

PHONE _____

E-MAIL _____

ADDITIONAL REPRESENTATIVES:

Will you be sending additional representative not listed above?

Yes

No

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ELECTRICITY:

Other services can also be leased directly from the hotel, including specialty electricity services, power strips, box handling and storage. View the Renaissance Services Request Form for more information.

Will your booth require electricity?

Yes

No

EDUCATIONAL SESSIONS:

Do you plan to attend the educational session?

Yes

No

LUNCH:

Do you plan to attend lunch on the day(s) you are exhibiting?

Yes

No

WEDNESDAY TASTING:

Two-day exhibitors receive admission for two company representatives to the tasting Wednesday evening. For **one-day exhibitors**, an additional fee of \$40 per person is required to attend. Please let us know if you plan to attend.

Yes

No

LOGO:

Please send company logo to cwhite@acecva.org

SETUP:

Wednesday, September 20, 2017 - Begin setting up at 6:00 a.m. and complete by 7:00 a.m. Conference registration for attendees begins at 7:00 a.m. If exhibiting only on Wednesday, exhibitors should tear down their exhibits after 5:15 p.m. and be completed by 6:00 p.m.

Thursday, September 21, 2017 - Begin setting up at 6:00 a.m. and complete by 7:00 a.m. Registration begins at 7:00 a.m. Exhibitors should tear down their exhibits after 4:15 p.m. and be completed by 5:00 p.m.

CANCELLATION:

In the event a company desires to cancel its booth space, written notice must be received before August 25, 2017. Refunds will be made upon the written request of the exhibiting company, and only if space can be reassigned. An administrative fee of \$75 will be assessed for any cancellations.

Signature: _____

Printed Name: _____