



21th Annual Region III VPPPA Chapter Conference  
Omni Homestead Resort, Hot Springs Virginia  
March 7 – 9, 2018

**Region III**

Pennsylvania - West Virginia – Virginia – Maryland  
Delaware and the District of Columbia

Exhibitor Information

**Conference Location:**

Omni Homestead Resort  
1766 Homestead Drive  
Hot Springs, VA  
Phone: (540) 839-1766

**Fees:** The fee is for an approximately 8' deep x 10' wide display area. Exhibitors must exhibit both days.

Additionally, the fee covers:

- Skirted table and two chairs
- Pipe & Drape
- Waste Basket
- ID Sign
- Registration for one booth personnel. Must complete attached registration form.
- All scheduled meal functions for one booth personnel.
- Conference materials and gift bag.
- Attendee list - A list will be sent prior to the conference and a final list will be sent after the conference.

**How to reserve your booth:** Complete attached Exhibitor Space Application/Contract and submit with valid form of payment. For credit cards, fax contract to the VPPPA office at (703) 761-1148. If you have problems call (703) 761-1146. For checks, make payable to VPPPA, Inc., and mail to “Registrar VPPPA, 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043”. VPPPA, Inc. does not accept Purchase Orders. You may also scan the information and email to [registration@vpppa.org](mailto:registration@vpppa.org).

**Payment:** Payment must be received with contract to confirm booth reservations. Contract must be received with proper payment by the deadline dates indicated. Contracts submitted must be date/time stamped by 5:00 pm (Eastern Standard Time) of the deadline date indicated.

**Setup Time:** Tuesday, 3/6/18 @ 11:30 AM – 6:00 PM and Wednesday, 3/7/18 @ 7:00 – 9:00 AM

\*Set-up must be completed by the start of the conference at 9:00 AM on 3/7/18 due to the sharing of the Vendor Hall and General Session Meeting Area. NOTE: Vendor area opens to Conference guests at 10:30 AM on Wednesday.

**Exhibitor Hours:**

Wednesday, 3/7/18 @ 10:30 – 6:00 PM

Thursday, 3/8/18 @ 9:00 AM – 12:00 PM

\*Breaks, receptions and networking opportunities are held in the exhibit area offering substantial opportunity for contact with potential clients. A Networking Reception will be held in vendor area from 5:00 – 6:00 PM Wednesday.

**Tear Down:** Tear down may not take place before 12:00 PM on Thursday, 3/8/18, and must be completed no later than 4:30 PM that day. There will be a penalty for early break down (the fee will be \$100.00). **NOTE: Due to the Keynote Speaker speaking from 12:45 PM to 1:45 PM, tear down that would cause disruption, must stop during this time.**

**Booth Personnel Registration:** Each 8' x 10' exhibit booth is allotted one (1) booth personnel with registration, which allows admittance to all conference functions, including meals and receptions. There is an additional charge of \$300.00 per person for additional booth personnel over the complimentary allotment (maximum of 3 persons at any one booth). All booth personnel must complete the attached registration form. **NOTE: The Booth Registration Fee does not include any activities after the 12:00 PM closing of the vendor area.**

**Security:** The exhibit area will be closed during non-conference hours. Hotel security will be walking through the area during non-conference hours. The Region III VPPPA Chapter assumes no liability for merchandise left unattended.

**Hotel Reservations:** Make room reservations and get the Region III VPP discounted rate by going online at: <https://www.omnihotels.com/hotels/homestead-virginia/meetings/vpppa-region-iii-2018-meeting>

**Additional Services:** The hotel will accept shipment or storage of display items 3 days prior to the conference. The VPPPA Region III Chapter will not be responsible for any holding, shipping or drayage fees. Packages shipped to the hotel must be labeled with following.

**Example:**

To: The Homestead  
Attn: (onsite representative – preferably a hotel guest)  
VPPPA Region III, March 7 - 9, 2018  
Booth #:  
7696 Sam Snead Highway  
Hot Springs, VA 24445

Once registration is confirmed you will be sent an Exhibitor form for additional items such as electric and audio visual. These items incur additional fees to be paid by the exhibitor to the hotel

**Event Coordinator:** Tonya Purvis-Kincaid  
Conference Services Manager  
The Omni Homestead Resort  
7696 Sam Snead Highway  
Hot Springs, VA 24445

**Phone:** (Direct Dial) (540) 839-7555 (Cell) 540 679-9612 (Fax) (540) 839-7825

**E-mail:** [Tonya.Kincaid@omnihotels.com](mailto:Tonya.Kincaid@omnihotels.com)

**Cancellation Policy:** Exhibit booth space is non-refundable. The VPPPA Region III Chapter reserves the right to cancel the conference, the exhibition or any part thereof with no further liability to the exhibitor other than a refund of exhibit fees, less a proportionate share of the exposition cost incurred due to cancellation of the conference due to any circumstances beyond the control of the VPPPA Region III Chapter or the Omni Homestead Resort Hotel.

**Hold Harmless/Responsibility Clauses:** Exhibitors shall indemnify and hold harmless the VPPPA Region III Chapter and the Omni Homestead Resort Hotel and its service agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

Exhibitors shall indemnify and hold harmless the VPPPA Region III Chapter, the Omni Homestead Resort Hotel and their respective employees, board of directors, membership and agents against any claim or expenses arising out of the use of the exhibition premises.

The VPPPA Region III Chapter maintains sole discretion in the acceptance or refusal of applications. Applications received, and accepted, will be recorded in order of receipt and space will be assigned on a first-come, first served-basis, with consideration given to sponsors. The VPPPA Region III Chapter reserves the right to exercise final say on all decisions.

**Interruption of the Conference:** Should any contingency prevent the holding of the Annual Region III VPPPA Chapter Conference, the VPPPA Region III Chapter will return such portions of the amount paid for the space determined equitable by VPPPA after deduction of such amount necessary to cover expenses incurred by the VPPPA Region III Chapter in connection with the conference. If for any reason, the VPPPA Region III Chapter determines the location of the 21th Annual Region III VPPPA Chapter Conference should be changed or the dates of the conference postponed, no refund will be made, but VPPPA shall assign to the Exhibitor in lieu of the original space, such other space as the VPPPA Region III Chapter deems appropriate, and the Exhibitor agrees to use such space under the same Rules and Regulations. The VPPPA Region III Chapter shall not be financially liable or otherwise obligated in the event that the 21th Annual Region III VPPPA Chapter Conference is cancelled, postponed, or relocated, except as provided herein.

**Questions:** For information or questions regarding exhibit hall and space assignments, contact Joe Morrell at [jmorrell.richmond@fareva.com](mailto:jmorrell.richmond@fareva.com) or (804) 652-6262 or Drew Holland at [charles.a.holland@navy.mil](mailto:charles.a.holland@navy.mil) or 757-374-4172. For questions regarding payment and/or registration for booth personnel, e-mail [Registration@vpppa.org](mailto:Registration@vpppa.org) or call (703) 761-1146 Ext. 304.



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<b>Non-Refundable Exhibitor Fee (please check applicable boxes):</b>	Before	After
<b>EXHIBIT DATES: ALL BOOTHS 3/7&amp;8/2018</b>	1/31/18	1/31/18
<b>1 Standard Booth (one individual)</b> Exhibitor Fee includes booth and admittance for one individual to all conference events, one table, chairs and pipe/drape. Each booth is app. 8x10.	\$500o	\$650o
<b>2 Standard Booths (one individual)</b> Exhibitor Fee includes booth and admittance for one individual to all conference events, one table, chairs and pipe/drape. Each booth is app. 8x10.	\$900 <input type="checkbox"/>	\$1200 <input type="checkbox"/>
<b>PREMIUM BOOTH: (one individual)</b> These booths will have greater traffic flow and are on a first come/ first serve basis. Premium Booths include Standard Booth setup, free Wi-Fi.	\$600o	\$750o
<b>Number of Additional Individuals.</b>	\$300ppo	\$300ppo

	<b>Qty</b>	<b>Amount</b>
<b>8' x 10' booth</b> (number of booth spaces x listed price from above):	_____	\$ _____
<b>Additional Booth Personnel</b> (\$300.00 per person for booth personnel over the one (1) booth personnel included in exhibitor’s fee):	_____	\$ _____
<b>Total Amount Due:</b>	_____	\$ _____

**Payment Information:** Payment by check: Make payable to **VPPPA, Inc.**  
Payment by credit card: Complete the following

**Return this form with payment.** Payments made by credit card may be faxed to (703) 761-1148. For checks, make payable to VPPPA, Inc. and mail to “Registrar VPPPA, 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043”. VPPPA, Inc. does not accept Purchase Orders.

Method of payment: Check #: \_\_\_\_\_  Visa  MC  AMEX  Discovery  Diners Club

Card#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Print name of card holder: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

**Exhibiting Company Information:**

\*Indicates required information

*Company Name:
*Street Address/PO Box:
*City, State, Zip Code:
*Phone:
*Fax:
Website

**Logistics Contact:**

*Name:
*E-mail:

By completing and signing this Exhibitor Space Application/Contract, I acknowledge that I have read and agree to terms and conditions of the contract for exhibit space and services.

Signature:

Date:

## Exhibit Booth Personnel Registration Form

**BADGES:** For badge purposes, please list Exhibit Booth Personnel, as they want their name to appear on their badges. One booth personnel with registration is included with each reserved booth space. If you require additional booth personnel, there is a charge of \$300.00 per person (maximum 3 at any booth). Booth personnel substitutions may be made . Exhibit booth space cancellations are non-refundable. There are no substitutions allowed during the event.

\*Indicates required information

### Complimentary Booth Personnel

\*Prefix       Dr.       Miss.       Mr.       Mrs.       Ms.       Rev.       The Honorable

\* Name Booth Attendant #1 \_\_\_\_\_

\*Designations (ie. CHP, CSP, CHST) \_\_\_\_\_

\*Title \_\_\_\_\_

\*Phone \_\_\_\_\_ Fax \_\_\_\_\_

\*E-mail \_\_\_\_\_

**Additional Booth Personnel** (additional booth personnel over the one (1) booth personnel allotment included in exhibitor fee. Please include quantity and total amount on payment form):

\*Prefix       Dr.       Miss.       Mr.       Mrs.       Ms.       Rev.       The Honorable

\* Name Booth Personnel#1 \_\_\_\_\_

\*Designations (ie. CHP, CSP, CHST) \_\_\_\_\_

\*Title \_\_\_\_\_

\*Phone \_\_\_\_\_ Fax \_\_\_\_\_

\*E-mail \_\_\_\_\_

\*Prefix       Dr.       Miss.       Mr.       Mrs.       Ms.       Rev.       The Honorable

\* Name Booth Personnel #2 \_\_\_\_\_

\*Designations (ie. CHP, CSP, CHST) \_\_\_\_\_

\*Title \_\_\_\_\_

\*Phone \_\_\_\_\_ Fax \_\_\_\_\_

\*E-mail \_\_\_\_\_