



2024 VRWA Exhibitor Agreement

April 15-17, 2024

Hotel Roanoke Conference Center, Roanoke, Virginia

Sign and return agreement to complete registration.

This 2024 VRWA Annual Conference Exhibitor Agreement is made between Virginia Rural Water Association (VRWA) and _____, Exhibitor. VRWA will have complete control of the exhibit hall. VRWA will assign all exhibit space on a first-come, first-serve basis starting with member requests. VRWA will provide a display space as indicated on this agreement and the official floor plan, insofar as possible but reserves the right to make any changes necessary in case of any emergency and in the interest of the exhibit area. VRWA has the right for refusal of any contract of any exhibitor based on lack of space, failure to submit contract with payment in a timely manner or incompatibility with VRWA's objectives.

Consent for Use of Photographic Images: Your registration and participation in any Virginia Rural Water Association (VRWA) function hereby grants VRWA to take and use photographs and/or digital images for use in news releases and/or educational materials. These materials might include printed or electronic publications, websites, and other electronic communications. Your name and identity may be revealed in descriptive text or commentary in connection with the image(s). No compensation will be given for use of images. All negatives, prints, digital reproductions will be property of VRWA.

Exhibitor Responsibility

- Exhibitor will have their booth set up by 5:30pm, Monday, April 15, 2024. The booth will remain set up until 11:30am, Wednesday, April 17, 2024. After 11:30am, April 17, 2024, exhibitors may break down and clear their space. Breaking down prior to 11:30am, Wednesday will jeopardize their standing to participate in future conferences.
- Exhibitors need to have a representative present at their booth during the following times:
 - Monday, April 15 – Sneak Preview 5:30pm – 7:00pm
 - Tuesday, April 16 – Exhibit Hall open 7:30am – 6:00pm
 - Wednesday, April 17 – Exhibit Hall open 7:30am – 11:30am
- If an exhibitor has an unexpected change of plans, cannot participate in the conference, or must leave early, they must email the VRWA office at email@vrwa.org as soon as possible.
- Smoking or vaping is prohibited at the Hotel Roanoke & Conference Center.
- Exhibitor may not sublet or assign any of their space to others.
- All booth representatives will only have booth's company name listed. No exceptions.
- Advertising or canvassing outside the individual exhibitor's booth is prohibited.
- No public address systems will be allowed. Any audio/visual presentation equipment must be limited to the hearing area of booth. VRWA will not be accountable for copyrighted music.
- Exhibitors may not distribute food or beverages unless obtained or approved through the Hotel Roanoke. Combustible materials and explosives are prohibited; fire extinguishers and exits must not be obstructed.
- Exhibitors should set up no more equipment than what will fit in their assigned space(s). Any exhibitor who brings more equipment than will fit in their space must move the excess equipment from the exhibit hall and other VRWA Conference exhibit areas. There will be no exceptions to this policy.
- Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor including, but not limited to, signs or other articles posted, nailed, taped, stapled, or otherwise affixed to any pillars, doors, walls, or other parts of the building. Back and sidewall drapery and framework are designed for the support of drapery



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only. The suspension of display materials from the framework or drapery is prohibited. All framework is interconnected. The collapse of one booth could easily cause a domino effect. Serious personal injury and property damage could be a result of non-compliance to this rule.

- All property of the exhibitor remains under his/her custody and control in transit to and from the exhibit hall areas and while it is in the confines of the exhibit hall areas. Neither VRWA staff, its service contractors, the management of the exhibit hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property or exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim of demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. VRWA is not responsible for exhibitor booth and property. A security guard will be on duty after hours.
- Exhibitors shall assume all responsibility for any loss or injury they may cause, and they shall hold harmless the VRWA and the Hotel Roanoke, Roanoke, Virginia for all liability and damages from whatever causes. Exhibitors wishing to insure their goods must do so at their own expense.

Exhibitor will be responsible for their own lodging. Rooms can be reserved at:

The Hotel Roanoke and Conference Center

110 Shenandoah Avenue

Roanoke VA 24016

Toll Free: (866) 594-4722

<https://book.passkey.com/e/50577834>

Room Cut off is March 15, 2024

Rate: \$148/night + taxes

Be sure and ask for the VRWA Conference Rate

One-night non-refundable deposit is required

Parking will be \$15.00 self-park and \$21.00 for valet parking*

*Subject to change.

Cancellation

For cancellations made on or prior to March 8, 2024, exhibitors will be refunded their exhibit fee less \$200 administration fee. After March 8, 2024, exhibitors will forfeit the entire exhibit fee unless booth space can be resold. If space is resold, exhibitor will be reimbursed fee minus the \$200 admin fee.

Full payment must be received with agreement and contract.

I have read and fully understand this agreement and acknowledge the right of the Virginia Rural Water Association (VRWA) to refuse any contract.

Sign: _____ Date: _____

Note: Application is not complete without this page signed.

VIRGINIA RURAL WATER ASSOCIATION

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