



# 2019 Exhibit Space Contract

## Sheraton Virginia Beach Oceanfront Hotel - June 22, 2019

# IN IT TO WIN IT



Win 50% off your booth at the 2020 PIAVADC Convention. ★ See back for details.

Contact Name: (Pre-Trade Fair) \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

### \* \* NEW EARLY BIRD PRICING \* \*

**PIA must receive payment by the cut-off dates below to receive the early bird rates.**

	<u>PIA Member</u>	<u>Non-Member</u>
<b>Super Early Bird—by 11/30/18:</b>	<b>\$725</b>	<b>\$870</b>
<b>Early Bird—by 2/28/19:</b>	<b>\$800</b>	<b>\$945</b>
<b>Regular—2/29/19 and after:</b>	<b>\$825</b>	<b>\$970</b>

Our booth sign should read: **(PLEASE PRINT)**

#### Booth Selection #:



1st choice



2nd choice



3rd choice

Booths are 8' wide x 7' deep and come with one 6' lg. table, 2 chairs, pipe & drape, 1 trash can and overhead signage.

NOTE: Each booth/tabletop includes admission to the Saturday Trade Fair/Reception only. All other Convention functions are an additional cost and must be registered on the separate "Convention Attendee Registration" form.

#### BOOTH PERSONNEL:

Please fill in the information below for **ALL** those who will be **IN** the Trade Fair booth. The maximum in each booth is FOUR. Please do not exceed this as space is limited.

#### BADGE ONE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### BADGE TWO

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### BADGE THREE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### BADGE FOUR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Payment Information:

Checks should be made payable to **PIA VA/DC**.

We accept Amex, Visa, MasterCard and Discover.

Invoice me       I will pay by credit card

CC # \_\_\_\_\_

Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

#### Mail, Fax or E-Mail this Exhibit Space Contract to:

PIA VA/DC, 8751 Park Central Drive, #140, Richmond, VA 23227

Fax: 804-266-1075 ~ E-mail: carol@piavadc.com

Sorry, NO phone registrations will be accepted.

Questions? Call Carol at 804-264-2582 or e-mail carol@piavadc.com

**Payment & Refund Policy:** See Back for Details

**HOTEL RESERVATION INFO ON THE BACK OF THIS FORM**

## BOOTH INFORMATION:

Booth Set-Up: Saturday, June 22, 9 am TF Hours: Saturday, June 22, 2-6 pm (*must be staffed the ENTIRE time*)  
Trade Fair Reception: Saturday, June 22, 5-6 pm Booth Breakdown: Immediately following close of Trade Fair at 6 pm

**HOTEL RESERVATIONS:** Call Sheraton at (757) 425-9000. 3501 Atlantic Avenue, Virginia Beach, VA 23451.

Register online at <https://www.starwoodmeeting.com/events/start.action?id=1807101438&key=1B38AB9E>

Callers ask for **PIAVADC 2019 Annual Conv Att** to receive the discounted rates (July 10, 2018 to June 29, 2019).

\$249 Oceanfront; \$209 Partial Ocean View. Rates do not include applicable taxes, resort and services fees. *PIA group rates are available until **May 20 2019***. If the PIA room block sells out prior to May 20th, then normal hotel rates will apply.

**Please email [Sheryl@piavadc.com](mailto:Sheryl@piavadc.com) or (804) 264-2582 with any questions or issues with reservations.**

**Booth Prizes:** Your Company may elect to issue booth prizes during the Trade Fair. Each exhibitor will be provided with an 'Exhibit Prize' card where they will list the prize and the winner (which is drawn from entries you collect during the Trade Fair). **Exhibitors** post the winners on the **PRIZE BOARDS** and **winners return to the booth to collect the prize**. **Exhibitors** will be responsible for shipment of any prizes if they are not claimed prior to the end of the Sunday trade show. Please do not leave them with PIA as they will NOT be forwarded to the winner or taken back to the PIA office.

★ We ask all exhibitors to incorporate this year's theme, **IN IT TO WIN IT**, into their booth décor wherever possible. The theme is **GAME** related. **Game show, board game, lawn game, etc.** All are encouraged to participate! **Trade fair attendees** (not Exhibitors) will vote for their favorite booth. **In the spirit of fair play, we know exhibitors will refrain from self-promotion prior to attendees voting.** The booth with the most votes will receive a **50% discount** on their booth at the 2020 PIA VA/DC Annual Convention (at VA Beach).

## TERMS, CONDITIONS AND RESTRICTIONS OF PIA VA/DC TRADE FAIR SPACE & CONTRACT

- I have read and agree to all terms and conditions noted on the front and back of this Exhibit Space Contract. Note: Terms and Conditions may change prior to the event and all registered and confirmed attendees will be notified of those changes.
- If I ship materials for the booth, I am to ship them directly to the Sheraton Virginia Beach Oceanfront Hotel to arrive no earlier than 5 days prior to the start of the PIA Convention (June 22). Detailed instructions will be provided to the contact person reserving the booth. PIA is not responsible for material shipment and therefore will not issue refunds for booths where materials did not arrive on time.
- If I have special needs in my booth space, including electricity or internet, I will complete the Sheraton's Exhibitor AV Order Form and return directly to the hotel in advance of the convention per instructions on the form. The Exhibitor AV Order Form will be provided to the contact person reserving the booth. I understand there may be an additional charge for these special needs.
- Exhibitors shall assume all responsibility for any loss, damage or claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the hotel premises and shall indemnify and hold harmless the PIA VA/DC, the hotel, agents, servers and employees from any and all liability which may ensue, from whatever cause, loss, damage or claim.
- Only products manufactured or distributed by the exhibitor under contract for space may be displayed or used in the exhibit area.
- Exhibitors may not sublet or assign any portion of their booth to others.
- Advertising or canvassing outside the exhibitor's own space is not permitted.
- All displays and decorative material must be flameproof. Display materials may not be screwed or nailed to the floors or walls of the exhibit area. No tape should be used to affix items to hotel walls or property. They must fit in the 8 ft wide x 7 ft deep space and cannot overhang in any direction.
- Exhibitors will adhere to all local fire code regulations.
- PIA reserves the right to approve the character of any exhibit and to prohibit any display which is the cause of noise or other objectionable features that may distract from the general character of the show. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

**Payment, Cancellation & Refund Policy:** Full payment must accompany contract or is due upon receipt of invoice. 75% of payment is refunded if PIA is notified of cancellation by May 31. Cancellation penalty may be waived only if space is resold. No refunds after May 31. Cancellations must be received in writing to receive refund. No refunds are given for no-shows; full payment is still due. Payment in full for all exhibit booths &/or sponsorships **MUST** be received at PIA prior to **MAY 31**. If payment in full is not received, exhibitor packets will not be issued and access to booth may be denied.