



2017 PIA VA/DC Exhibit Space Contract
Sheraton Oceanfront - VA Beach, VA - June 25, 2017

PIRATES OF THE CARIBBEAN



Win 50% off your booth at the 2018 PIA VA/DC Convention. ★ See back for details.

Contact Name: (Pre-Trade Fair) _____
 Business Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

Early bird must be PAID by 2/28/2017

Early bird by 2/28/2017: \$775 PIA Members / \$920 Non-Members
 Regular 3/1/2017 and after: \$800 PIA Members / \$945 Non-Members

Booth #: _____
 (1st choice) (2nd choice) (3rd choice)

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

#1 - 8' x 7' booth Cape Hatteras/Cape Charles Ballroom (#1-44)
 Comes with one 6' lg. table, 2 chairs, pipe & drape, 1 trash can and signage

OR

#2 - 6' Tabletop in the Ocean Grand Foyer (#45-58)
 Comes with one 6' lg. x 2' wide table, 1 chair, 1 trash can *Take note of the Sign/Banner Limitations on the layout when making your selection.*

OR

#3 - 8' x 7' booth in the Cape May (#59-68)
 Comes with one 6' lg. table, 2 chairs, pipe & drape, 1 trash can and signage

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

HOTEL RESERVATION INFO ON THE BACK OF THIS FORM

A NOTE ABOUT SPECIAL OLYMPICS OF VIRGINIA

Please continue to support the Special Olympics through PIA by adding your donation here. **Diamond, Gold and Silver contributors will receive a ribbon on their name badge recognizing their donation.** Please write in the \$ amount of your contribution. *Thank you!*



Diamond (\$250 & up) _____
Gold (\$100-\$249) _____
Silver (\$50-\$99) _____
Bronze (\$49 & below) _____

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. Tabletop Exhibit max is TWO. 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 check. I will pay by credit card.

CC # _____

Exp Date _____ Security Code _____

Name on Card _____

Billing Address: _____

City / State / Zip: _____

Payment & Refund Policy: See Back for Details

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

BOOTH INFORMATION:

Booth Set-Up: Sunday, June 25, 9 am

TF Hours: Sunday, June 25, 2-6 pm (*must be staffed the ENTIRE time*)

Trade Fair Reception: Sunday, June 25, 5-6 pm

Booth Breakdown: Immediately following close of Trade Fair at 6 pm

HOTEL RESERVATIONS: Call Sheraton at (757) 425-9000.

Register online at <https://www.starwoodmeeting.com/events/start.action?id=1610319234&key=20500D8F>.

Callers ask for **PIAVADC Annual Convention 2017** to receive the discounted rates (June 21, 2017 - June 29, 2017).

\$249 Oceanfront; \$209 Partial Ocean View. Rates do not include applicable taxes, resort and services fees. *PIA group rates are available until **May 26, 2017***. If the PIA room block sells out prior to May 26th, then normal hotel rates will apply.

Please contact Sheryl at 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 to be drawn from entries you collect during the Trade Fair. Exhibitors post the winners on the **PRIZE BOARD** 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 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, **PIARATES OF THE CARIBBEAN**, into their booth décor wherever possible. 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 2018 PIA VA/DC Annual Convention (in VA Beach). *Three winners will be chosen; one from the Ballroom, one from the Ocean Grand Foyer and one from the Cape May room.*

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 to arrive no earlier than 5 days prior to the start of the PIA Convention (June 25). 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.
- 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 25, 2017. Cancellation penalty may be waived only if space is re-sold. No refunds after May 25, 2017. 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 **June 16**. If payment in full is not received, exhibitor packets will not be issued and access to booth may be denied.