



Trade Fair Booth Exhibitor Registration Form

Sheraton Virginia Beach Oceanfront Hotel - Friday, June 26, 2020

“Navigate the Future with PIA”

Win 50% off your booth at the 2021 PIA VA/DC Convention. See back for details.



Main Contact Person: _____
 Business Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

	PIA Member	Non-Member
Super Early Bird—by 11/30/19:	\$700	\$800
Early Bird—by 2/29/20:	\$775	\$875
Regular—3/1/20 and after:	\$825	\$925

Exhibit booth registration includes:

- * Friday exhibit booth - **7 ft. wide x 6 ft. deep**
- * One 6 ft. table
- * Two chairs
- * One trashcan
- * One overhead sign hung from pipe & drape
- * Refreshments throughout the trade fair (12 - 3 pm)
- * Reception at the end of the trade fair (2 -3 pm)

Please see the “**Convention Attendee Registration**” form for other networking opportunities.

Our booth sign should read: (PLEASE PRINT)

Booth Selection #:
1st, 2nd & 3rd Choice

HOTEL RESERVATIONS: Call Sheraton at (757) 425-9000.
 Address: 3501 Atlantic Ave, VA Beach, VA 23451. Register online [here](https://www.marriott.com/event-reservations/reservation-link.mi?id=1567093825450&key=GRP&app=resvlink) or type in <https://www.marriott.com/event-reservations/reservation-link.mi?id=1567093825450&key=GRP&app=resvlink>.
 Callers ask for **PIAVADC 2020 Annual Conv Att** to receive the discounted rates. Room block dates: 6/24—6/30/20.
 \$319 Oceanfront; \$199 Partial Ocean View. Rates do not include applicable taxes, resort and services fees. PIA group rates are available until **5/26/20**. If the PIA room block sells out prior to May 26th, then normal hotel rates will apply.

Please email Sheryl@piavadc.com or (804) 264-2582 with any questions or issues with reservations.

BOOTH PERSONNEL:

Please fill in the information below for **ALL** those who will be **IN** the Trade Fair booth. The suggested maximum in each booth is **THREE** due to the booth size - **7 ft. wide x 6 ft. deep**.

BADGE ONE Mr. Mrs. Ms.

Full Name: _____

Informal First Name for Badge: _____

Address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail: _____

BADGE TWO Mr. Mrs. Ms.

Full Name: _____

Informal First Name for Badge: _____

Address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail: _____

BADGE THREE Mr. Mrs. Ms.

Formal Name: _____

Informal First Name for Badge: _____

Address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail: _____

Payment Info Make checks payable to: **PIA VA/DC**

CC # _____

Exp Date _____ Security Code _____

Name on Card _____

Billing Address: _____

City / State / Zip: _____

Mail, Fax, Email to: PIA VA/DC, 8751 Park Central Drive, #140, Richmond, VA 23227 / Fax 804-266-1075 / carol@piavadc.com
 Questions? Call Carol at 804-264-2582

Booth Information:

Booth Set-Up: Friday, June 26, Anytime between 8 & 11:30 am. *Must be done by 11:30 am.*

Trade Fair Hours: Friday, June 26, 12-3 pm (**must be staffed the entire time**)

Trade Fair Reception: Friday, June 26, 2-3 pm

Booth Breakdown: Immediately following close of Trade Fair at 3 pm. *Must be done by 4 pm.*

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 Friday 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.

Win 50% of your booth at the 2021 PIA VA/DC Convention!

Theme this year: **"Navigate the Future with PIA"**

We ask all exhibitors to incorporate this year's theme into their booth décor wherever possible. **Trade fair attendees** (not Exhibitors) will vote for their favorite booth. The booth with the most votes will receive a **50% discount** on their booth at the 2021 PIA VA/DC Annual Convention in Virginia Beach.

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 15. Cancellation penalty may be waived only if space is resold. No refunds after May 15. 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 15**. If payment in full is not received, exhibitor packets will not be issued and access to booth may be denied.