



2010 PIA VA/DC EXHIBIT SPACE CONTRACT
Williamsburg Lodge ♦ June 27, 2010
"PIA's Got Talent"

(please print)
 Company Name _____

Our booth sign should read: _____

Address _____ City/State _____

Zip _____ Phone _____ FAX _____

Contact Person _____ E-mail _____

Name(s) for Badges (include everyone who will help in the booth): _____

Booth #: _____ (First Choice) # _____ (second choice) # _____ (Third Choice)

Booth (includes 2 staff): (circle) PIA VA/DC Member: \$675 PIA VA/DC Non Member: \$775
 Size: (6'd x 10'w) Each additional person (over 2 staff) in booth: # _____ @ \$50 each

Electricity / Internet: Please indicate your request for the following: _____ Electricity (\$30) _____ Wireless Internet (no charge)

(Please note request on reverse for 'Exhibitor Directory')

Method of Payment (circle): Check Invoice Visa MC AMEX

A \$9.75 convenience fee applies to credit card transactions. It partially recoups association administrative expenses.

Credit Card # _____ Expires: _____

Name on Card: _____

Billing Address: _____

City _____ State _____ Zip _____

I agree to the following: **Please note terms and conditions may change prior to event.**

- Trade Fair Set-Up: I will set up the display on Sunday, June 27, 2010, between 9 a.m. and 12:30 p.m., and dismantle it immediately following the official closing of the Trade Show on Sunday, June 27, 2010 at 6:00 p.m.
- Trade Fair Hours: You agree to have the booth open and staffed during posted trade show hours. No other convention events conflict with show hours.
 Sunday, June 27, 2010 - 1 p.m. - 6 p.m. (Reception 5 p.m. - 6 p.m.)
- Payment for space is due upon receipt of invoice. I understand if I cancel the exhibit space prior to 90 days of event, a \$100 processing fee will apply. If exhibit space is cancelled within 90 days of show, full exhibit fee will be forfeited. No refund is made for space not used in part or in full of the show unless PIA of VA/DC is able to rent the space to another exhibitor.
- Payment for the booth includes two (2) tickets to the Trade Fair & Reception only. I understand I must pay \$50 for each additional person who attends these functions, in full or part, and that the booth cost does not include overnight accommodations or other conference events outside the Trade Fair. Each exhibitor should submit a convention registration form if they wish to attend other convention events. Please note cancellation clause on reverse side.
- If I ship materials for the booth, I am to ship them to the drayage company with whom PIA VA/DC has made arrangements and understand detailed information will be sent to me by PIA of VA/DC or the drayage company. PIA VA/DC is not responsible for shipped items.
- Booth size is approximately 6'd x 10'w each. All booths will contain one draped table, two chairs, a sign if requested, and drapes separating my space from other spaces behind or beside me. If I have special needs in my space, including electricity or internet, I will advise PIA no later than two (2) weeks prior to the event.
- HOTEL RESERVATIONS:** Call Williamsburg Lodge at (800) 261-9530 Mon-Fri. 8:30am - 5pm and use the Booking ID NATF10E when calling. Rates: \$199 Single. Rates do not include applicable taxes, resort and services fees. Hotel reservations must be made by May 25th in order to receive group discount. Check In: 4:00 pm Check Out: 11:00 am www.colonialwilliamsburgresorts.com

For office use only:

Space _____ Approval Date _____ Batch1 _____ Batch2 _____ Confirmed _____

Email or Fax this form to: PIA OF VA & DC

8751 Park Central Dr. Suite 140 ♦ Richmond, Virginia 23227 ♦ Phone: 804/264-2582 Fax: 804/266-1075

♦ E-mail: nancy@piavadc.com



CONDITIONS AND RESTRICTIONS OF EXHIBIT SPACE CONTRACT

- Exhibits must be manned at all times during exhibit hours as outlined in this contract. Each booth is approximately 6'd x 10'w (size subject to change based on exhibit set up & placement) and include: 8 foot high pipe and flame resistant fabric backdrops; 3 foot high pipe and flame resistant fabric side rails; one 6 foot draped table; 2 chairs; and if requested, a 1-line booth sign showing name of exhibitor.
- 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 of 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(s) to others.
- Exhibitor shall notify PIA in advance (minimum 2 weeks notice) of any special needs in booth (i.e. electricity, internet, etc.)
- Advertising or canvassing outside the exhibitor's own space is not permitted.
- All displays and decorative material must be flameproof.
- Exhibitors will adhere to all local fire code regulations.
- 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.
- 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:** Payment in full for all exhibit booths &/or sponsorships MUST be received prior to **June 18, 2010**. If payment in full is not received, exhibitor packets will not be issued and access to booth may be denied.
- **Cancellation:** Cancellation of exhibit space prior to 90 days of show will result in a \$100 processing fee. No refunds if cancellation is received within 90 days of event. Cancellation penalty will be waived only if space is re-sold. No refunds for no-shows. PIA is not responsible for material shipment and therefore will not issue refunds for booths where materials did not arrive on time.

Additional Information regarding PIA Trade Show:

Theme: "PIA's Got Talent"

PIA VA/DC offers member benefits that add up to success. PIAVA/DC offers meaningful choices for agents - choices like superior education, Agents E&O coverage and leadership opportunities where agents actually take ownership and guide their association, rather than having paid staff call the shots. PIA VA/DC is committed to providing effective representation, top quality education and superior membership services.

Exhibitors are encouraged to incorporate this theme into their booth décor wherever possible. We will continue this theme with a 'PIA's Got Talent' show during the Monday evening dinner. The talent show will be conducted similar to the popular TV show "America's Got Talent" with judges, etc. This is sure to be a fun-filled event so plan to join your PIA family.

Exhibitor Directory: PIA VA/DC would like to provide an Exhibitor Directory to attendees this year. The directory would list your company name, booth location and a brief description of your business products and services available to Virginia & D.C. agents. Please provide a description (50 words or less) to be included in the directory along with your Exhibitor Contract.

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 Show. PIA VA/DC will post winners of booth prizes outside the exhibit hall. Winners' names will not be announced from the podium. You will be responsible for shipment of any items to winners if they are not claimed prior to the end of the trade show. Only Trade Fair cash door prizes submitted on Convention Sponsorship Form will be announced during the show.

Agent Attendance: Each Company exhibiting at the PIA VA/DC Trade Fair will be issued complimentary agent tickets.

These tickets should be distributed prior to the show during agency visits by you or other company representatives. By distributing these tickets to agents that have never attended the trade show, you introduce them to PIA VA/DC and the benefits of attending the convention. More details on this promotion will be forwarded to the contact person listed on the Exhibit Space Contract. Additional tickets are available upon request.