



Central Virginia Chapter Community Associations
Institute Community Associations Day 2018
Friday, April 20, 2018
Official Exhibitor Application

Instructions: ALL exhibitor applications MUST be made on this form. Please type or print all information legibly, completing the entire form. Return the signed copy along with your payment for the appropriate amount to: CVC-CAI, P.O. Box 5118, Midlothian, VA 23112. **All exhibit space MUST be paid in full PRIOR to the expo.**

We hereby apply for exhibit space at the Central Virginia Chapter Annual CA Day Trade Show & Expo. We understand that this application becomes a contract when signed by us and accepted by the CA Day Trade Show Committee, when received with our full payment in the appropriate amount and that written cancellation must be received by the CA Day Trade Show Committee prior to 12/31/2017 for full refund of deposit (see Cancellation Policies). We agree to comply with the Official Regulations and Conditions of Contract outlined in the attached and with all conditions under which the exhibit facilities have been rented to CAI.

RATES for Booths (8'X6'):

\$600.00-CVC-CAI Member Rate

\$700.00-Non-Member Rate

RATE for Oversized Booths (12'X6')

\$1,200.00-CVC-CAI Members Only Rate

The Registration fee *INCLUDES ELECTRICITY*, please check below if needed. If not checked, electricity will not be provided.

Company Name

Street Address, City, State

Zip Code & Telephone

Exhibitor #1

Email Address

Exhibitor #2

Additional Representatives (\$65.00 each & includes lunch)

Signature & Date

Booths are assigned on a first come, first paid basis as applications are received.

Yes, I would like to reserve Exhibit Space & additionally would like the following # additional exhibitor representatives at \$65.00 each. A check in the amount of \$ is enclosed to cover the additional fees.

The Chapter also accepts American Express, Discover, MasaterCard and Visa for your convenience.

Name on card

Card Type

Credit Card Number

Expiration Date

CVV Code

Email address for receipt

Official Regulations and Conditions of Contract Central Virginia Chapter Community Associations Institute



CONTRACT FOR EXHIBITION SPACE By submitting an application for exhibit space, the applicant releases CAI and the Central Virginia Chapter-CAI (collectively "CAI"), its sponsors, co-sponsors, and agents from any and all liabilities to applicant, its agents, licenses, or employees which may arise or be asserted as a result of submission of an application or participation in the exhibition. Acceptance of an application does not imply endorsement by the CAI of the applicant's products.

This application for exhibit space, when endorsed by the Conference, constitutes a contract for the right to use the exhibit space. Rental for spaces is payable in advance at the time of submission of the Official Exhibitor Application form. No refund may be made for space that is not used or for space that is unused during any part of the exhibition. Should space remain unoccupied at the opening of the exhibition, CAI may rent it or use it without obligation of refund.

EXHIBIT SPACE

Standard exhibit spaces are 8'X6'. The exhibit fee includes a 6' draped table, 2 chairs, sign with your company's name and 2 lunches. Two authorized representatives will be permitted at each space. The 2 authorized representatives will receive name tags which must be worn during periods of the exhibition space. There will be a \$65.00 charge for each additional representative.

Oversized exhibit spaces are limited and are 16'X6'. These are assigned on a first come, first paid basis.

Exhibitors agree to have exhibits completely set up by 8:00AM on Friday, April 20, 2018 and to have exhibits dismantled and booths cleared by 3:00PM on Friday, April 20, 2018.

Exhibitors may not protrude beyond the space allotted, remove any pipe or drape OR interfere in any way with the traffic to exhibits of others.

USE OF SPACE

No exhibitor may sublet, assign or apportion any of the allotted space, represent, advertise or distribute literature for the product or services of any other firm or individual, except as approved in advance by CAI.

CANCELLATION POLICIES Cancellation of any portion of this application by the exhibitor will be accepted only at the discretion of CAI and then only based upon the following refund schedule.

Written notice of cancellation Prior to December 31, 2017 - full refund.
Thereafter - No refund.

In the event of a dispute arising under or involving this contract, the exhibitor shall be liable for all reasonable costs and attorney fees incurred by CAI. Should any dispute arising under or involving this contract seek to be litigated by any parties to this contract, such action shall be filed in court with proper jurisdiction located in the City of Richmond, Virginia.

RESTRICTIONS

CAI reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason become objectionable, or otherwise detract from, or are out of keeping with the character of the exposition as a whole. CAI may stop installation, or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from a design description given herein. In the event of such restriction or evictions, the Conference is not liable for any refund or rental or other expenses.

Advertising, displays, demonstration, conferences, entertainment and convention registrations in the interests of business are not permitted, except by the firms which have rented space or are recognized sponsors for the Conference.

SAMPLES & SOUVENIRS Distribution of samples and souvenirs in a restrained fashion is permitted, provided there is no interference with other exhibits or aisle movement, and the samples and souvenirs pertain to, or contribute to the exhibits. CAI may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

CARE OF PREMISES No part of any exhibit, or signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors, draping or other surfaces in a way that might mar or deface, even temporarily, the exhibit area premises or booth equipment or furnishings. Damages from failure to observe this cautionary notice is payable by the exhibitor.

FIRE REGULATIONS Booth decorations and exhibit construction must conform to the fire regulations of the exhibit area, the hotel and the ordinances and regulations of the City of Richmond. Combustible or other explosive flammable materials shall not be used. Packing containers, cloth, wrappings, and other similar materials shall be flame proofed and must be removed entirely from the exhibit area and may not be stored in any of the Conference areas.

LIABILITY & INSURANCE CAI, its employees, members, directors, sponsors, co-sponsors and agents, and the hotel assume no liability whatsoever for loss of damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be purchased by the exhibitor. The exhibitor indemnifies, CAI, its employees, members, directors, sponsors, co-sponsors and their agents and the hotel and holds them harmless from any complaints, injuries, claims, damages, suits or liabilities resulting from or in connection with the exhibitor's use of exhibit space and participation in the exhibition.

INTERPRETATION & ENFORCEMENT

These regulations become part of the contract between the exhibitor and CAI. All matters in question, not covered by these regulations, are subject to the sole decision of CAI and decision so made shall be binding on all parties affected by them. ALL RULES WILL BE STRICTLY ENFORCED WITH NO EXCEPTIONS.

CAI shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control.