

BOOTH INFORMATION:

Booth Set-Up: Sunday, June 24, 9 am

TF Hours: Sunday, June 24, 2-6 pm (*must be staffed the ENTIRE time*)

Trade Fair Reception: Sunday, June 24, 5-6 pm

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

HOTEL RESERVATIONS: Call The Inn at Virginia Tech at (877) 200-3360 or (540) 231-8000. Address is 901 Prices Fork Road, Blacksburg, VA 24061

Register online at: [PIAVADC 2018 Annual Conference](#)

Callers: Ask for **PIAVADC 2018 Annual Conference** to receive the discounted rate of \$169/night. Rate does not include applicable taxes, resort and services fees. *The PIA group rate is available until **May 17, 2018**.* If the PIA room block sells out prior to May 17th, 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 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 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 **football** theme, **GET IN THE GAME WITH PIA**, 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 2019 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 Inn at Virginia Tech/Skelton Conference Center to arrive no earlier than 5 days prior to the start of the PIA Convention (June 24). 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 Virginia Tech'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 30, 2018. Cancellation penalty may be waived only if space is re-sold. No refunds after May 30, 2018. 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 30**. If payment in full is not received, exhibitor packets will not be issued and access to booth may be denied.