



Trade Fair Booth Exhibitor Registration Form

Sheraton Virginia Beach Oceanfront Hotel - Wednesday, June 29, 2022

Above and Beyond with PIA

Win 50% off your booth at the 2023 PIA VA/DC Convention. See page 2 for details.



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

BOOTH PERSONNEL:

Please fill in the information below for **ALL** those who will be **AT** the Trade Fair exhibit space. The maximum at each booth/table is **THREE**.

BADGE #1 Mr. Mrs. Ms.

Full Name: _____

Informal First Name for Badge: _____

Mailing/Billing address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail (req'd): _____

BADGE #2 Mr. Mrs. Ms.

Full Name: _____

Informal First Name for Badge: _____

Mailing/Billing address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail (req'd): _____

BADGE #3 Mr. Mrs. Ms.

Full Name: _____

Informal First Name for Badge: _____

Mailing/Billing address same as Main Contact Person

Address: _____

City/State/Zip: _____

E-mail (req'd): _____

	PIA Member	Non-Member
Super Early Bird—by 3/15/22	\$700	\$825
Early Bird—by 4/30/22	\$775	\$900
Regular—5/1/22 and after	\$825	\$950

To secure the discounted pricing, payment must be received by the corresponding dates.

Exhibit booth registration includes:

- * One table, two chairs, one trashcan
- * Signage
- * Refreshments throughout the trade fair (2-5 pm)
- * Reception at the end of the trade fair (3-5 pm)

Booths 1 - 44: 8 ft wide x 7 ft deep

Tabletops 45 - 58: 6 ft long x 2 ft deep table

Pricing is the same for both.

Before making your choice, be sure to check the Booth Diagram for restrictions on backgrounds and displays.

Our booth/table sign should read: (PLEASE PRINT)

Selection #:

1st, 2nd & 3rd Choice

HOTEL RESERVATIONS:

Address: 3501 Atlantic Ave, Virginia Beach, VA 23451

Register online [here](#) or call the Sheraton at (757) 425-9000. Callers ask for **PIAVADC Annual Convention 2022** to receive the discounted rates. Room block dates: 6/28—7/1/22.

Room block rates: \$209 to \$259 per night. Rates do not include applicable taxes, resort and services fees. PIA group rates are available until **6/1/22**. If the PIA room block sells out prior to June 1st, then normal hotel rates will apply.

Please email sheryl@piavadc.com or (804) 486-4221 with any questions or issues with reservations.

To be in compliance with Governor Youngkin's Executive Orders at the time of the conference, social distancing and wearing masks may be required.



RETURN COMPLETED FORM TO:

PIA VA/DC, 1059 Technology Park Dr., Glen Allen, VA 23059

Email: carol@piavadc.com / Fax: (804) 266-1075

Questions? Call (804) 486-4219

A Registration Confirmation and Invoice (with payment link) will be emailed to you.

Booth Information:

Booth Set-Up: Wednesday, June 29, anytime between 9:00 am & 1:00 pm. Must be done by 1:00 pm.

Trade Fair Hours: Wednesday, June 29, 2:00-5:00 pm. **Must be staffed the entire time.**

Booth Breakdown: Immediately following close of Trade Fair at 5:00 pm. Must be done by 6:00 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 Wednesday 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 2023 PIA VA/DC Convention!

Theme this year: **Above and Beyond with PIA**

We ask that all exhibitors, to the extent feasible, incorporate this year's theme into their booth décor. Attendees (rather than exhibitors) will vote for their favorite booth at the trade show. The winning booth will receive a 50% discount on their booth at the PIA VA/DC Annual Convention in Virginia Beach in 2023.

Payment, Cancellation, and Refund Policy: Payment in full must be made with the contract or upon receipt of the invoice. If PIA is notified of cancellation by May 31, it will return 75% of the cost. Only if space is resold can the cancellation penalty be waived. There will be no refunds after May 31. To receive a refund, cancellations must be received in writing. No refunds are offered in the event of no-shows; full payment is still required. All exhibit booths and/or sponsorship payments must be received in full by PIA by MAY 31. Exhibitor packets will not be issued unless full payment is received, and entry to the booth may be prohibited.

I understand that photographs or films of me may be taken during the events, that my likeness and/or name may be used in news coverage, publications, and/or publicity, that I will not be compensated, and I agree to these terms.

ATTENDEE LIABILITY WAIVER AND ASSUMPTION OF RISK

Attendee assumes all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the Trade Fair and Convention. Attendee hereby releases, covenants not to sue, discharges, and holds harmless PIA VA/DC, its employees, agents and representatives, of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of our relating thereto.

Specifically relating to the local COVID-19 pandemic, attendee acknowledges the highly contagious nature of COVID-19 and voluntarily assumes the risk of exposure or infection by attending the Trade Fair and Convention, and that such exposure or infection may result in personal injury, illness, disability, and/or death to attendee. Attendee understands that the risk of becoming exposed to or infected by COVID-19 at the Trade Fair and Convention may result from the actions, omissions, or negligence of others who many attend the event or their families, colleagues, or others with whom they may have contact. Accordingly, attendee understands and agrees that this release includes any claims based on the actions, omissions, or negligence of PIA VA/DC, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participating in the Trade Fair and Convention.

In addition to all other rules and regulations related to the attendee's attendance at the Trade Fair and Convention attendee agrees to comply with all COVID-related procedures that may be implemented by PIA VA/DC and Sheraton Virginia Beach Oceanfront Hotel, including, but not limited to, mask-wearing and social distancing requirements and restrictions on certain activities that carry higher COVID-related risk, in order to protect as much as possible the healthier and safety of all trade fair and convention attendees.