

Virginia State Firefighters Association

Exhibitors Rules & Regulations

- 1. Registration.** A completed registration form and fees are due VSFA by July 25, 2008. Registration form can be filled out on line and mailed to VSFA Conference/Expo, 9257 Old Turnpike Road, Culpeper, VA 22701. Registration forms and/or fees received after the deadline will be assessed a **20% LATE FEE**. Written cancellation requests must be made by August 1, 2008 and are subject to a \$100.00 cancellation fee. Receipt of an application and fees does not guarantee acceptance by VSFA if space is not available. Should this occur the exhibitor will be notified immediately and registration fee will be refunded.
- 2. Booth/Apparatus Space Assignments.** VSFA reserves the right to assign booth and apparatus spaces as it deems appropriate to best serve the purposes of VSFA. Factors that influence these assignments include, but not limited to:
 - Date Exhibitor Registration form AND Payment off all fees are received
 - History of Past Exhibitors at VSFA Conference/Expo
 - History of Multiple booths and/or apparatus exhibited
 - Compatibility with adjacent exhibitors
- 3. Electrical Requirement:** Utility Services are available and must be reserved and paid directly through **Hampton Roads Convention Center** per their order form and price list. All exhibits must be wired in accordance with the National Electric Code. **Exhibitor is responsible for providing individual extension cords and power strips.** **Forms for utility services may be downloaded from the Dunmar Exhibitor Services link on our website.**
- 4. Set-up. Apparatus load-in will take place on THURSDAY from 2:30 PM until 4:30 pm.** All apparatus displays will be assigned a move-in time for THURSDAY. Apparatus exhibitors will be notified by email no later than Friday August 8, 2008 of the exact time that their unit(s) is scheduled for move-in. **Apparatus arriving late may not be guaranteed their assigned position if it will disrupt or delay move-in.**

Exhibit Booths must be set up on THURSDAY between 12:00 NOON and 2:00 PM. Any special request must be submitted to the Exhibit Chairman no later than FRIDAY, AUGUST 1, 2008. Any vendor that has a table top set-up or that can move in and be set up by 12 noon on Thursday may choose to wait until Thursday morning to set-up in order to save overhead expenses. Notify Vendor Committee for these arrangements.

****Apparatus Wash Facilities will be available on THURSDAY from 8:00 am until load-in is completed at the Hampton Roads Convention Center in the rear of the building.**
- 5. Take-down.** Exhibits will be closed at 8:00 pm on Friday, August 15, 2008. Exhibits may remove that evening or Saturday morning from 8:00 am until 10:00 am. **No one will be allowed to break-down booth/exhibit before 8:00 pm on Friday.**
- 6. VSFA Logo.** The VSFA logo is a registered trademark, and its use is restricted by VSFA. Only those exhibits that have received written permission from VSFA will be allowed to use the registered trademark. Exhibitors who use the VSFA logo illegally may be requested to remove the merchandise and/or requested to leave the premises. The VSFA Exhibit Committee reserves the right to reject any exhibit/merchandise it does not deem proper in the promotion of the Association.
- 7. Hampton Roads Convention Center Vehicle Display Regulations.** **ALL Vehicles may be displayed with a maximum of ¼ of a tank of fuel or no more than 5 gallons whichever is less remaining in the tank. No fuel may be drained in the facility or on the loading dock. No vehicles may be removed during event hours. Liquid petroleum fuel tanks must be removed.**
- 8. Non-Paying Exhibitors.** Advertising or canvassing Conference/Expo attendees by non-paying exhibitors will not be tolerated. Exhibitors who conduct themselves in such an unprofessional manner may not be admitted to future VSFA conferences.
- 9. General Provisions.** Exhibitors must check in with the Exhibitor Committee at the rear of the loading dock entrance. **All Exhibitors must display their conference name badge in plain view at all times during open exhibit hours.** Exhibitors may not sublet or assign their space to other companies or organizations. Exhibitors may not sell raffle tickets to attendees. Exhibitors may conduct free drawings/give-a-ways. Combustible materials or explosives are prohibited. Fire Extinguishers and exits must not be obstructed. The exhibitors assumes entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, or other property brought upon the premises and shall indemnify and hold harmless VSFA and its representative, Dunmar Exhibits and its representatives and the Hampton Roads Convention Center agents and employees from any and all such losses, damages and claims. VSFA further reserves the right to reject at any time exhibits or exhibitors failing to comply with Conference/Expo rules and regulations.