

Exhibitor Guidelines

Group's Full Legal Name: VA Assoc of School Business Officials

Name of Event: 2023 VASBO SPRING CONFERENCE

Event Dates: Arrival: 05-14-2023 Departure: 05-17-2023

Date/s of Exhibitor's Show: 05/15 – 05/17

Exhibitor's Name: _____

Booth Number (if known): _____

RULES AND PROHIBITIONS

Animals

Exhibitor will not use live animals for any purpose while on Hotel's premises.

Audio Visual Equipment

Exhibitors are welcome to provide their own equipment or rent through the Hotel's contracted provider. Exhibitor will submit the Hotel's request form to Hotel fourteen (14) days in advance of the Show. The Hotel will endeavor to honor any request made day of Show, but equipment may be unavailable or limited. Any day of requests will also result in a price increase.

Backdrops/Drapes

Exhibitor will ensure that all curtains, buntings and drapes meet fire department standards.

Care of Premises

Exhibitor will not post, nail, tape or otherwise affix to walls, doors or floor surfaces any part of any exhibit, sign, or other item. By using the Hotel's facilities, Exhibitor agrees to be responsible for any damage it causes.

Demonstrations

Exhibitor will organize all demos within the designated exhibit booth space. Should Exhibitor or spectators interfere with the normal traffic flow in aisles, as determined by the Hotel, the Hotel reserves the right to have Exhibitor discontinue or relocate the activity.

Fire and Safety

Exhibitor will comply with all federal, state and local fire and building codes that apply to the Hotel.

Food and Beverage

Exhibitor will purchase all food and beverage through the Hotel. All fees will be charged the day of the Show.

Hanging Signs, Banners or Graphics

Exhibitor may display professionally designed banners at the back of its booth. If requested, Hotel may provide labor for assistance with banner set up. Exhibitor agrees to pay Hotel \$65.00 for labor. The request for labor form must be submitted to the Hotel no later than 14 days prior to the Show. All charges will be charged the day of the Show.

Kitchen Use

Exhibitor's use of the Hotel's kitchen for any reason must be authorized in writing in advance by Hotel. Hotel must receive request in writing 30 days prior to the date of the show.

No-Smoking Policy

Use of tobacco products inside Hotel facilities is prohibited. Exhibitor is responsible for ensuring that all individuals associated with it comply with this policy.

Loading/Unloading

Exhibitors for events held at the Williamsburg Lodge are asked to NOT use the front entrance for the loading & unloading of show materials. For shows being held on the main level of the Lodge conference center, small loads (i.e. boxes, rolling cases, not pallets) may be taken through the conference arrival entrance located on South England Street. For shows being held on the lower level of the conference center and large loads, materials must be taken through the loading dock located off of Newport Ave.

Parking

Exhibitor will park in the designated parking areas only. Exhibitor may use the Hotel's loading dock area for active loading and unloading only. Exhibitor agrees to bear the cost of towing its vehicles that are in violation of this requirement.

Security

Exhibitor is responsible for safeguarding its goods, materials, equipment and exhibit at all times. Depending on staffing availability, security can be arranged through the Hotel with at least 30 days' notice prior to the Show. All charges will be charged the day of the Show. Any security arranged through an outside vendor must be approved 30 days in advance by the Hotel.

Shipping and Receiving

Because of limited storage space, Exhibitor may ship items to the Hotel no sooner than 3 days prior to the Show. The Exhibitor will pay a \$5.00 handling charge per delivered box or item and a \$150.00 handling fee per pallet.

Shipping Address:

Attn: Exhibitor's Name, Name of Event

**The Williamsburg Lodge
310F South England Street
Williamsburg, VA 23185**

The Hotel's Business Center will provide reasonable assistance to Exhibitor when return shipping arrangements are needed.

Trash Removal and Clean-up

Exhibitor agrees to pay a clean-up fee for excessive trash removal and clean up, as determined by the Hotel. This fee does not include damage to the Hotel, the costs of which shall be paid by Exhibitor to the extent such damage is caused by Exhibitor.

Storage

Exhibitor acknowledges that the Hotel is not responsible to provide storage of crates, fiber cases, boxes or any other supplies. The Hotel may offer storage based on availability. Storage fees will apply.

Teardown

Exhibitor will remove all items associated with its exhibit immediately following the Show. Hotel is not responsible for any items left on the premises.

Telecommunications/Internet Services

The Williamsburg Lodge offers complimentary basic wireless internet service (sufficient for basic email reading and web surfing). If streaming or other heavy Wi-Fi demand is planned for your display, please purchase additional internet services or be prepared for possible disruptions. Exhibitor will request telecommunications and internet services with Hotel at least 30 days in advance of the Show.

Reservation of Rights

The Hotel reserves the right to remove from its premises any Exhibitor in violation of this Agreement as determined in the Hotel's sole discretion.

Charges and Applicable Taxes

Exhibitor agrees to pay all charges and applicable taxes for rental items, goods and services as stated on **Exhibit B**, attached hereto and made a part of this Exhibitor Agreement.

EXHIBIT B
Exhibitor Fee Schedule

Exhibitor's Name: _____ Booth Number (if known): _____

Rental Items

DESCRIPTION	QUANTITY	ADVANCE ORDER	FLOOR ORDER	AMOUNT
Easel		\$20.00 each	\$40.00	
3 ft. round cocktail table - Tall		\$14.00 each	\$28.00	
3 ft. round cocktail table - Short		\$14.00 each	\$28.00	

Miscellaneous Services

DESCRIPTION	COST	AMOUNT
Banners hung	\$65.00 each	
Floral Arrangement	\$55.00 and up, each	

Shipping and Handling

DESCRIPTION	QUANTITY	COST	AMOUNT
Box		\$5.00 each	
Pallet		\$150.00 each	

Audio Visual Equipment

**Floor Orders will result in a price increase.

DESCRIPTION	QUANTITY	# OF DAYS (INCLUDING SET UP)	ADVANCED ORDER	FLOOR ORDER	AMOUNT
24" LEC Monitor			\$255.00 ea./ per day	\$350.00	
43" LCD Monitor			\$430.00 ea./per day	\$525.00	
75" LED Monitor with stand			\$705.00 ea./per day	\$800.00	
Laptop Computer			\$180.00 ea./per day	\$370.00	
Hardwired Internet Line			\$350.00 ea./per day	\$750.00	
Dedicated WI-FI Connection			\$140.00 ea./ per day	\$235.00	
24" LEC Monitor			\$255.00 ea./ per day	\$350.00	
43" LCD Monitor			\$430.00 ea./per day	\$525.00	
Subtotal Audio Visual Equipment:					
Subtotal all items:					
Virginia sales tax (currently 7%):					
TOTAL ALL ITEMS:					



The Colonial Williamsburg Foundation

WILLIAMSBURG, VIRGINIA

**PAYMENT CARD AUTHORIZATION
TO AGREEMENT DATED: MARCH 10, 2023**

Group's Full Legal Name: VA Assoc of School Business Officials

Meeting Name: 2023 VASBO SPRING CONFERENCE

Booking Arrival Date: 05-14-2023 - Booking Departure Date: 05-17-2023

Booking ID 2305VAASSO1M

INSTRUCTIONS:

This process is intended to protect the consumer. Please complete all information below. Include only the last four digits of your credit card number. Return the completed form to the contact listed above. Once the form is received, you will be contacted by a member in our accounting services department to provide the full credit card number for processing.

PAYMENT CARD INFORMATION:

AUTHORIZATION NOTE: I authorize and acknowledge that all charges will be processed to the payment card as agreed in the Agreement referenced above, including charges for deposits, guarantees, incidentals and end-of-event balances. (If using a Debit Card, please be advised that this authorization may affect your checking account continuously until final settlement of the transaction.) Payment Card Industry regulations prohibit merchants from requiring or making copies of your card.

American Express Visa MasterCard Discover Other:

Last Four Digits of Credit Card Number:				Expiration Date:	
Cardholder's Name as it appears on Credit Card:		Cardholder's Signature:		Date:	
Cardholder's Billing Address:					
City:			State:		Zip:
Phone:			Fax:		
Email:					

Return completed Exhibit B and Credit Card Authorization to:

Conference Services Department
 Attn: Breanne McDonald
 The Williamsburg Lodge
 P.O. Box 1776
 Williamsburg, VA 23187-1776
 Or email to: bmcDonald@cwf.org