



2024 VRWA Exhibitor Agreement

August 21-23, 2024

Hotel Madison, Harrisonburg, Virginia

This 2024 VRWA Leadership Symposium Exhibitor Agreement is made between Virginia Rural Water Association (VRWA) and _____, Exhibitor. VRWA will have complete control of the exhibit hall. VRWA will assign all exhibit space on a first-come, first-serve basis starting with member request. VRWA will provide display of space as indicated on this agreement and the official floor plan, insofar as possible but reserves the right to make any changes necessary in case of any emergency and in the interest of the exhibit area. VRWA has the right for refusal of any contract of any exhibitor based on lack of space, failure to submit contract with payment in a timely manner or incompatibility with VRWA's objectives.

Event Times and Participation Information/Requirements:

Vendors will be provided a table space (no pipe and drapery will be available at this event). The following times and events are required vendor activities/events.

- Set up Wednesday, August 1, 2024, from 3:00pm-4:00pm.
- Wednesday Evening Meet & Greet, August 21, 2024, 4:30pm-6:30pm
- All break/networking times throughout Thursday, August 22 and Friday, August 23
- Thursday Evening Social, August 22, 2024, at the Ruby's Arcade, 5pm-7pm
- Break down / Departure Friday, August 23, must be done **after** 10:30am and finished by noon.

Inability to attend any of these events requires prior notice and permission from VRWA Leadership Symposium Committee in order to remain in good standing. All of the aforementioned activities are provided to create the best opportunities for Exhibitors and Attendees to interact and connect.

Vendors are welcome to attend training sessions as they desire but session attendance is not mandatory.

Consent for Use of Photographic Images: Your registration and participation in any Virginia Rural Water Association (VRWA) function hereby grants VRWA to take and use photographs and/or digital images for use in news releases and/or educational materials. These materials might include printed or electronic publications, websites, and other electronic communications. Your name and identity may be revealed in descriptive text or commentary in connection with the image(s). No compensation will be given for use of images. All negatives, prints, digital reproductions will be property of VRWA.

Exhibitor Responsibility

- Smoking is prohibited at the Hotel Madison.
- Exhibitor may not sublet or assign any of their space to others
- Advertising or canvassing outside the individual exhibitor's booth is prohibited.
- No public address systems will be allowed. Any audio/visual presentation equipment must be limited to the hearing area of booth. VRWA will not be accountable for copyrighted music.
- Exhibitors may not distribute food or beverages unless obtained or approved through the Hotel Madison. Combustible materials and explosives are prohibited; fire extinguishers and exits must not be obstructed.
- Exhibitors should set up no more equipment than what will fit in their assigned space(s). Any exhibitor who brings more equipment than will fit in their space must move the excess equipment from the exhibit hall and other VRWA Conference exhibit areas. There will be no exceptions to this policy.



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- Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor including, but not limited to, signs or other articles posted, nailed, taped, stapled or otherwise affixed to any pillars, doors, walls, or other parts of the building.
- All property of the exhibitor remains under his/her custody and control in transit to and from the exhibit hall areas and while it is in the confines of the exhibit hall areas. Neither VRWA staff, its service contractors, the management of the exhibit hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property or exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim of demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. VRWA is not responsible for Exhibitor Booth and property. A security guard will be on duty after hours.
- Exhibitors shall assume all responsibility of any loss or injury they may cause, and they shall hold harmless the VRWA and the Hotel Madison, Harrisonburg, Virginia for all liability and damages from whatever causes. Exhibitors wishing to insure their goods must do so at their own expense.

Cancellation

For cancellations made on or prior to July 19, 2024, exhibitors will be refunded their exhibit fee less \$500 administration fee. After July 19, 2024, exhibitors will forfeit the entire exhibit fee unless booth space can be resold. If space is resold, exhibitor will be reimbursed fee minus the \$500 admin fee.

Full payment must be received with agreement and contract.

I have read and fully understand this agreement and acknowledge the right of the Virginia Rural Water Association (VRWA) to refuse any contract.

Sign: _____ Date: _____

Note: Application is not complete without this page which must be signed

VIRGINIA RURAL WATER ASSOCIATION

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