

Exhibitor Agreement

Group's Full Legal Name: Virginia Association of School Librarian

Name of Event: VA Assoc. of School Librarians Annual

Event Dates: Arrival: 11-28-2018 Departure: 12-02-2018

Date/s of Exhibitor's Show: _____

Exhibitor's Name: _____

Booth Number: _____

AGREEMENT

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 ten (10) 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.

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.

Electrical Services

Exhibitor will submit the Hotel's electrical services request form to the Hotel no later than 15 days prior to the Show date. Electrical service request forms received by the Hotel in side of 15 days prior to the show date will be considered a floor order and floor order rates apply. The Hotel will endeavor to honor any request made day of Show, but service may be limited. All fees will be applied the day of the Show.

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 \$35.00 per hour, with a one hour minimum, for labor. The request for labor form must be submitted to the Hotel no later than 10 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 unloading only. Exhibitor agrees to bear the cost of towing those of 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 \$3.00 handling charge per delivered box or item and a \$100.00 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.

Indemnification

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of its activities on the Hotel's premises, covenants not to sue and agrees to indemnify, defend, and hold harmless the Hotel, and its parent corporation, as well as their respective trustees, directors officers, agents, servants, and employees from any and all such losses, damages, and claims.

Insurance

No later than thirty (30) days before the Exhibitor's show, Exhibitor will require its insurance agent to certify on an insurance certificate that the Exhibitor has Commercial General Liability or Business Liability, and Workers' Compensation insurance that is in full force and effect. The Exhibitor shall require its insurance agent to name The Colonial Williamsburg Foundation and the Colonial Williamsburg Company as additional insureds on its Commercial General Liability or Business Liability Coverage. The Exhibitor will require its insurance agent to have an endorsement issued waiving subrogation against The Colonial Williamsburg Foundation and the Colonial Williamsburg Company for all workers comp claims that relate to the Exhibitor's employees. The additional insured and waiver of subrogation endorsements are to be sent by the Exhibitor's insurance agent to the Colonial Williamsburg Company's Conference Services Department.

The Exhibitor shall require its insurance agent to (i) identify the certificate of insurance by the Exhibitor's name and contact information and (ii) designate the certificate holder as:

**The Colonial Williamsburg Foundation
Colonial Williamsburg Company
Attn: Conference Services
P.O. Box 1776
Williamsburg, VA 23187**

Reference – Group Name: VA Assoc. of School Librarians Annual / Exhibitor’s Name:

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.

Acceptance

By signing below, Exhibitor agrees to the terms and conditions of this Exhibitor Agreement and authorizes Hotel to charge all fees for services provided by Hotel, as stated on **Exhibit B**, to the credit card information provided.

EXHIBITOR’S COMPANY NAME

Signature of Authorized Representative of Exhibitor

Printed Name

Email Address

Date

Return completed form to:

Conference Services Department
Attn: Deana Zaharopoulos
The Williamsburg Lodge
P.O. Box 1776
Williamsburg, VA 23187-1776
Or fax to: (757) 565-8604
Or email to: dzaharopou@cwf.org

EXHIBIT B
Exhibitor Agreement
Fee Schedule

Electrical Service

DESCRIPTION	QUANTITY	ADVANCE ORDER	FLOOR ORDER	AMOUNT
(1)115 volt up to 15 amp circuit		\$25.00 per event	\$50.00 per event	
(1)115 volt 20 amp appliance circuit		\$35.00 per event	\$70.00 per event	
(6)115 volt 20 amp (6 per box)		\$100.00 per day	\$200.00 per day	

Please note: Power setup for 115V series includes one extension cord. 208V service is available with separate ground and neutral and provided to vendors distribution panel with standard C AM Lock fittings. Extension cords are not provided for 208V service. When electrical needs exceed standard wall outlets (115 V – 15/20 amp), then the following is required of the exhibitor: A picture of the plug along with the NEMA number from the existing plug (i.e. L2120-P) and the electrical specs of the equipment being setup. For non-standard receptacles, the exhibitor will be charged for the required receptacle, boxes, etc in addition to standard fees.

Rental Items

DESCRIPTION	QUANTITY	ADVANCE ORDER	FLOOR ORDER	AMOUNT
15' – 25' Extension Cord		\$30.00	\$60.00	
Easel		\$18.00	\$36.00	
3 ft. round table		\$12.00	\$24.00	

Miscellaneous Services

DESCRIPTION	COST	AMOUNT
Banners hung (1 hour minimum)	\$35.00 per hour, per exhibitor	
Floral Arrangement	\$55.00 each	

Shipping and Handling

DESCRIPTION	QUANTITY	COST	AMOUNT
Box		\$3.00 each	
Pallet		\$100.00 each	

Audio Visual Equipment

**Floor Orders will result in a price increase.

DESCRIPTION	QUANTITY	# OF DAYS	ADVANCED ORDER	FLOOR ORDER	AMOUNT
19" LED Monitor			\$170.00 ea/ per day	\$270.00	
20" LCD Monitor			\$170.00 ea/per day	\$270.00	
24" LEC Monitor			\$250.00 ea/ per day	\$350.00	
40" LCD Monitor			\$425.00 ea/per day	\$525.00	
55" LED Monitor with stand			\$700.00 ea/per day	\$800.00	
Laptop Computer			\$270.00 ea/per day	\$370.00	
Power Strip			\$30.00 ea/per day	\$30.00	
Hardwired Internet Line			\$515.00 ea/per day	\$690.00	
Additional Wired Line			\$170.00 ea/per day	\$235.00	
Dedicated Wi-Fi Connection			\$135.00 ea/ per day	\$230.00	
Additional Wi-Fi Connection			\$45.00 ea/per day	\$75.00	
Subtotal Audio Visual Equipment:					
Subtotal all items:					
Virginia sales tax (6%):					
TOTAL ALL ITEMS:					



The Colonial Williamsburg Foundation

WILLIAMSBURG, VIRGINIA

PAYMENT CARD AUTHORIZATION
TO AGREEMENT DATED: DECEMBER 15, 2017

Group's Full Legal Name: Virginia Association of School Librarian

Meeting Name: VA Assoc. of School Librarians Annual

Booking Arrival Date: 11-28-2018 - Booking Departure Date: 12-02-2018

Booking ID 42687M

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 below. 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:
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Cardholder's Name as it appears on Credit Card:	Cardholder's Signature:	Date:
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Cardholder's Billing Address:

City:	State:	Zip:
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Phone:	Fax:
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Email: