



EXHIBITOR REGISTRATION FORM
VIRGINIA ONSITE WASTEWATER RECYCLING ASSOCIATION
CONFERENCE & TRADE SHOW
SEPTEMBER 30TH – OCTOBER 2ND 2018
RENAISSANCE PORTSMOUTH-NORFOLK
WATERFRONT HOTEL

Company: _____ Contact: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

I want ___ 8' X 10' booth(s) @ \$750.00 per booth. Each booth includes 2 full registrations and electricity.
A full registration includes Sunday evening reception, Monday & Tuesday breakfast, lunch, breaks and General Session Meetings on Tuesday morning.

Number of booths: _____

Name of Primary Individual: _____ Secondary Individual: _____

Additional full registrations @ \$150.00 each:

1. Name: _____ 2. Name: _____ 3. Name: _____

***No Exhibitor may do anything to draw registrants away from the Conference & Trade Show during the hours of the show or during any meal or any other conference/trade show event.**

Fees:

Booths @ \$750.00 each	\$ _____
Additional Full Registrations @ \$150.00 per person	\$ _____
Additional Monday or Tuesday Lunch @ \$50.00 per person	\$ _____
Total Amount Due:	\$ _____

We will try to accommodate your choice for booth location. Please indicate your preferences below.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Please note: All fees must be paid by September 14th, 2018. Booth fees will be refunded if cancellation is received in writing by September 14th, 2018. No refunds will be issued after September 21st, 2018. All refunds will be at the discretion of the VOWRA Board of Directors and will be reduced by the amount of expenses incurred by VOWRA, if any.

In signing this agreement, I understand and agree to all terms and conditions.

Signature: _____ Date: _____

Comments: _____

Please make checks payable to VOWRA and mail to 900 Waterton Street, Staunton, VA 24401.

Credit Card Payment (Circle One) VISA MASTER CARD Card Number: _____

Exp. Date: _____ Card Code: _____ Billing Zip Code: _____ Name on Card: _____

Phone: 540-885-8500

Fax: 540-885-8501

E-Mail: vowra.org@gmail.com

Schedule of events: for the latest Conference Schedule, please visit our website at: www.vowra.org

**Virginia Onsite Wastewater Recycling Association
Annual Conference & Trade Show**

September 30th – October 2nd, 2018

2018 SPONSORSHIP OPPORTUNITIES

Sponsorships afford exhibitors an opportunity to support VOWRA and to get additional exposure to attendees. The following is a list of sponsorship opportunities. Sponsorships are awarded on a first-come, first-serve basis effective upon return of this contract with payment. Sponsors will have priority for continuing the same sponsorship from year to year. Please indicate with #1 the sponsorship you prefer. Please indicate with #2 your second choice.

_____ Sunday Reception	\$ 800.00
_____ Monday or Tuesday Breakfast	\$ 500.00
_____ Monday or Tuesday Lunch	\$ 500.00
_____ Monday or Tuesday Refreshment Break.....	\$ 300.00
_____ Partial Grand Prize Sponsor.....	\$ 500.00
_____ Prize Sponsor	\$ 250.00
_____ Prize Sponsor	\$ 250.00

VOWRA will be including a t-shirt in each registration packet with VOWRA's logo on the front chest and exhibitor logos on the back. The t-shirts will be light grey and the logos can be up to three colors. If you choose to participate, please check the box below and provide your logos to Angie Vigil at vowra.org@gmail.com no later than October 5th, 2017.

_____ **T-Shirt Logo** **\$ 100.00**

In addition to the above, VOWRA will be holding a ticketed raffle throughout the day Monday and Tuesday in the exhibit hall. If you would like to participate, please bring up to five items to be included in the raffle. If the item you donate doesn't have your logo on it, please tag it with your company name. The items should be dropped off at the registration desk on Sunday during exhibitor set up.

Company Name _____

Contact _____ **Telephone Number** _____

These are excellent opportunities to get your name or product out in front of the VOWRA membership. Sponsors will be recognized in all printed materials and on the website. Banquet sponsors will also receive a recognition sign at the banquet table.

MAKE CHECKS PAYABLE TO VOWRA. Return check fee is \$25.00

VOWRA, 900 Waterton Street, Staunton, VA 24401

540-885-8500 phone, 540-885-8501 fax, vowra.org@gmail.com



EXHIBITOR INFORMATION
VIRGINIA ONSITE WASTEWATER RECYCLING ASSOCIATION
CONFERENCE & TRADE SHOW
SEPTEMBER 30TH – OCTOBER 2ND 2018
RENAISSANCE PORTSMOUTH-NORFOLK
WATERFRONT HOTEL

Convention/Show Location & Accommodations:

The Virginia Onsite Wastewater Recycling Association Conference & Trade Show will be held at the Renaissance Portsmouth-Norfolk Waterfront Hotel. The hotel is located at 425 Water Street, Portsmouth, VA 23704. Room rates are \$109.00 per night plus applicable taxes. This rate is not available after October 30th, 2018. To make your reservations, call 1-888-839-1775 or 757-673-3000. In order to receive the reduced room rate, you will need to request the Virginia Onsite Wastewater Recycling Association rate.

Exhibit Hours:

Exhibitor set up is Sunday, September 30th from 1:00 PM – 10:00 PM. The trade show opens on Monday, October 1st at 7:00 AM and closes at 7:00 PM and is open on Tuesday, October 2nd from 7:00 AM to 1:00 PM. Exhibitor break down is Tuesday, October 2nd from 1:00 PM – 5:00 PM. Evening receptions take place Sunday from 5:00 PM – 6:30 PM.

● Exhibit Booths:

- Single Booth Fee including electricity is \$750.
- Each indoor booth is carpeted and is 10' x 8'.
- Each indoor booth comes with a skirted table and two chairs.
- Each indoor booth includes a booth identification sign.
- Booth fees include 2 registrations to the Conference & Trade Show. Exhibitor registration includes Sunday evening fellowship evens along with breakfast, lunch and breaks on Monday and Tuesday.

Set-up and Break Down of Exhibit Booths:

*Set-up begins at 1:00 PM on Sunday, September 30th, and ends at 10:00 PM.

*Break Down begins at 1:00PM on Tuesday, October 2nd and all exhibits must be completely removed by 5:00 PM.

Shipment of Display:

Dunmar is the official service contractor for the event. An exhibitor registration kit will be sent to you after you register. If you need to contact Dunmar, you may reach them at 757-461-8888. Keep in mind that there are size limitations to what we can get in the ballroom. The large entrance is accessible through the second floor parking garage and there is a dumbwaiter on the first floor that will accommodate pallets. The parking garage height is 7' 2". The Renaissance hotel contact is Denise Creasman and she can be reached at 757-673-3076.

Name Badges:

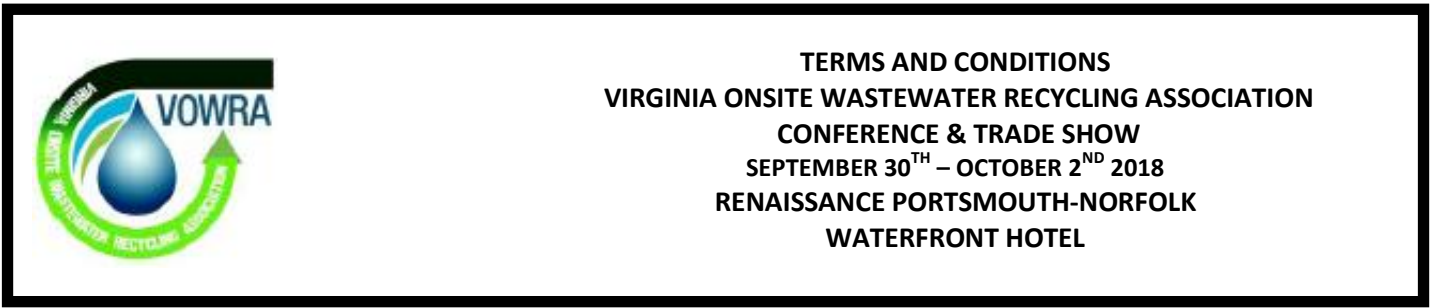
Every person on the show floor will be required to have a badge, both exhibitors and registrants. Please include the names of all persons attending the show under your company name. It is extremely important that badge information be returned as soon as possible to the Virginia Onsite Wastewater Recycling Association. You can also fax your badge requirements to 540-885-8501.

Phone: 540-885-8500

Fax: 540-885-8501

E-Mail: vowra.org@gmail.com

Schedule of events: for the latest Conference Schedule, please visit our website at: www.vowra.org



TERMS AND CONDITIONS
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CONFERENCE & TRADE SHOW
SEPTEMBER 30TH – OCTOBER 2ND 2018
RENAISSANCE PORTSMOUTH-NORFOLK
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All terms and conditions of this agreement shall be binding upon the parties hereto, their heirs or representatives and assigns forever, and cannot be varied or waived by any oral representatives or promise of any agent or other person of the parties hereto unless the same be in writing and mutually signed by the duly authorized agent or agents who executed this agreement.

1. DEFINITIONS:

- a. "Producer" shall mean VOWRA.
- b. A Building Manager shall mean the facility Manager or their designated representatives during their absence.
- c. A Premises on Hotel shall mean The DoubleTree by Hilton.

2. ELIGIBILITY OF EXHIBITS: The Producer reserves the right to determine the eligibility of any company or product to exhibit in the show.

3. SUBLETTING OF EXHIBITS: No exhibitor shall assign, sublet or apportion the whole or any part of his/her exhibit space.

4. LOCATION OF EXHIBITS: The Producer reserves the right to alter locations as shown on official floor plan as deemed.

5. BOUNDARIES: No part of any exhibit may extend beyond Exhibitors assigned space boundaries. Aisle space is controlled by the Producer.

6. EXHIBITS: Exhibitors may move in and set-up on Sunday, September 30th from 1:00 PM – 10:00 PM. Breakdown is from 1:00 PM through 5:00 PM Tuesday, October 2nd.

7. LIMITATION OF LIABILITY: The Exhibitor agrees to make no claim against the Producer, show Sponsor or the city or state wherein show is held for loss, theft, damage of goods, nor for any injury to him/her or their employees, suffered while show is being set up, taken down or in progress. Exhibitor agrees to indemnify and hold harmless the show Producer, show sponsor and the city and state wherein the show is held, of all claims arising out of acts, omissions or negligence of Exhibitor, his employees or his agents.

8. INSURANCE: Exhibitors who desire insurance for their exhibits must purchase same at their own expense.

9. PERSONAL PROPERTY: The Exhibitor hereby waives all right under the constitution and the laws of the Commonwealth of Virginia or any other state to claim Personal property exempt as against any liability, debt obligation arising under this agreement.

10. FOOD & BEVERAGE: No food or beverages shall be brought onto the premises except through the building concessionaire, who has been assigned those rights through a contract with the producer.

11. FREE SAMPLES: No free samples of food, beverage or any product may be given away or otherwise distributed by Exhibitor or his agents without prior approval of the Producer.

12. FAILURE TO EXHIBIT: If the Exhibitor, being entitled to possession through this agreement, shall fail to take possession of or to use the premises, the exhibitor stands to forfeit some or all of the fees due.

13. VIDEO RECORDING: Video recording presentations is prohibited without written approval of the Virginia Onsite Wastewater Recycling Association's Executive Board and the authorization of the presenter(s).

14. REMOVAL OF EFFECTS: The Producer shall have the right to remove all effects remaining on the premises after 5:00 PM on Tuesday, October 2nd, at Exhibitors expense and to store same at the sole expense of the Exhibitor, and without any liability on the part of the Hotel or the Producers or their agents.

15. DAMAGE:

a. Exhibitor, his agents, guests or patrons shall not injure, mar or in any manner deface the premises or equipment therein, and shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the premises and will not drive or permit to be driven nails, hooks, tacks or screws into any part of the premises and will not make nor allow to be made any alteration of any kind therein. Should any of the aforementioned prohibited acts occur, Exhibitor agrees to promptly make restitution to the Hotel by cash or certified check.

b. Exhibitor agrees that if any portion of his show space shall be damaged by the act, default or negligence of himself, or of his agents, employees, patrons or guests, Exhibitor will pay to the Hotel upon demand such sum as shall be necessary to restore the premises and/or equipment to their previous condition. Exhibitor hereby assumes full responsibility for the acts and conduct of all persons within his exhibit area.

16. MAINTAINING THE PEACE: The Producer or his/her representatives shall have the right to eject any disruptive or objectionable persons from the premises. Upon exercise of this authority, Exhibitor hereby waives any and all right or claim for damages against the Producer, the Hotel or their agents.

17. SELLING POLICY: Exhibitors shall not solicit business or distribute samples, catalogs, etc, in a manner that may be considered a noisemaker or show stopper.

18. TERMINATION OF THE SHOW: If the Producer determines that the premises wherein the show is being held have become unfit for occupancy of if they become materially interfered with by reason of strike, embargo, injunction, act of war, act of God, or any other act or event not the fault of the Producer, this agreement may be terminated by the Producer in the event of such termination the Producer may, after deducting all cost and expenses, including a reserve for claims, refund to the Exhibitor as for complete settlement and discharge of said Exhibitors claims and demands, his pro-rate share of all monies paid by all exhibitors.

19. PAYMENT AND CANCELLATIONS: All exhibit spaces must be paid for in full prior to the opening of the show. No cancellations will be honored after September 21st, 2018.

PLEASE SIGN AND RETURN WITH YOUR REGISTRATION AND PAYMENT.

Signature

Title

Printed Name