

EXHIBITOR REGULATIONS AND CONDITIONS
CHESTERFIELD COUNTY – REVITALIZE OUR COMMUNITIES COMMITTEE

2018 EMPOWERING NEIGHBORHOODS FORUM

March 3, 2018

Thomas R. Fulghum Conference Center,
13900 Hull Street Road, Midlothian, VA 23112

PURPOSE OF FORUM

The purpose of the Empowering Neighborhoods Forum (“Forum”) is to educate residents of Chesterfield County on ways to strengthen and revitalize neighborhoods and communities. The purpose of the exhibit space (“Exhibit Space”) is to inform and educate Forum attendees regarding the characteristics and uses of products and/or services that are consistent with the purpose of the Forum. The Revitalize Our Communities Committee (“ROCC”), in its discretion, may decline to provide Exhibit Space to a vendor if it does not believe that the products or services offered are consistent with the purposes of the Forum.

AGREEMENT FOR EXHIBIT SPACE

By submitting payment for Exhibit Space, the applicant releases Chesterfield County, the ROCC, and their employees, members, directors, and agents from any and all liabilities to applicant, its agents, licensees, or employees which may arise or be asserted as a result of submission of an application or participation in the Forum. Acceptance of payment does not imply endorsement by the ROCC of the applicant's products, nor does rejection imply lack of merit. There is a \$100.00 fee (“Exhibitor Fee”) for each Exhibit Space, which is reduced to \$75.00 for applications postmarked by January 15, 2018. Payments are due in advance and are not refundable. Space will not be available for exhibitors who have not paid the Exhibitor Fee in full prior to the Forum. Exhibitor Spaces are available on a first come, first serve basis and no space will be reserved until the Exhibitor Fee is paid in full.

VENDOR EXHIBIT SPACE

Each exhibitor will have approximately 25 square feet of assigned exhibit space. One table and 4 chairs will be included with each exhibitor space. Tables will be provided without covers or decoration. If you will need access to electricity or more space please contact the ROCC prior to payment to determine whether arrangements can be made. Exhibitors agree to have exhibits completely set up by 8:00 a.m. on Saturday, March 3, 2018 and to have exhibits dismantled and booths cleared away by 1:00 p.m., March 3, 2018. Exhibitors are encouraged to set up between 5:00 p.m. and 6:30 p.m. on Friday, March 2, 2018, and may also set up between 7:30 a.m. and 8:00 a.m. on Saturday, March 3, 2018. Exhibits may not protrude beyond the space agreed upon by the Exhibitors and the ROCC or interfere in any way with traffic to exhibits of others, without the approval of the ROCC.

RESTRICTIONS

The ROCC reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason become objectionable, or otherwise detract from, or are out of keeping with the character of the Forum as a whole. The ROCC may stop installation, or request removal or discontinuance of any exhibit or promotion which, if continued, would cause a distraction from other aspects of the Forum or pose a threat to health, safety, or property. In the event of such restriction or eviction, the ROCC is not liable for any refund of the Exhibitor Fee or other expenses.

*Chesterfield County ROCC, c/o Department of Community Enhancement
9800 Government Center Parkway, Chesterfield, VA 23832
Email – revitalization@chesterfield.gov, Phone – 804.318.8674*

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SOUVENIRS & DOOR PRIZES

Distribution of samples and souvenirs in a restrained fashion is permitted, provided there is no interference with other exhibits or aisle movement, and the samples and souvenirs pertain to, or contribute to the exhibits. The ROCC may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable. Vendors are encouraged to bring one or more door prizes to award to attendees. Time will be set aside at the end of the Forum to announce the vendors providing door prizes, the prize to be awarded, and the recipient of the door prize.

CARE OF PREMISES

No part of any exhibit, nor signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors, or others surfaces in a way that might mar or deface, even temporarily, the table, Forum premises, or any other item located within the Forum Premises. Damages from failure to observe this regulation are payable by the exhibitor.

FIRE REGULATIONS

Exhibit Space decorations and exhibit construction must conform to the fire regulations of the exhibit area, the school and the ordinances and regulations of the County of Chesterfield. Combustible or other explosive flammable materials shall not be used. Packing containers, cloth, wrappings, and other similar materials shall be flame proofed and must be removed entirely from the Forum premises by the vendor.

LIABILITY & INSURANCE

Chesterfield County, the ROCC, and their employees, members, directors, and agents, assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be purchased by the exhibitor. The exhibitor indemnifies Chesterfield County and the ROCC, and their employees, members, directors, and agents, and holds them harmless from, any complaints, injuries, claims, damages, suits or liabilities resulting from or in connection with the exhibitor's use of the Exhibit Space and participation in the Forum.

INTERPRETATION & ENFORCEMENT

These regulations constitute an agreement between the exhibitor and the ROCC. All matters in question, not covered by these regulations, are subject to the sole decision of the ROCC and all decisions so made shall be binding on all parties affected by them as by the original regulations. The ROCC shall not be liable for failure to perform its obligations under this agreement due to strikes, acts of God, or any cause beyond its control.

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INSTRUCTIONS: *Please type or print all the information legibly, completing the entire form.*

Return the signed form along with your payment for **\$100.00**, [\$75.00 if postmarked by January 15, 2018].

Payable to: **Chesterfield County**
Mailed to: **Chesterfield County ROCC,**
 c/o Department of Community Enhancement
 9800 Government Center Parkway
 Chesterfield, Virginia 23832

Deadline for Submission is
February 16, 2018

We hereby apply for exhibitor space at the 2018 Revitalize Our Communities Committee Empowering Neighborhoods Forum. We understand that this application becomes an agreement when signed by us and accepted by the ROCC, when received with our check for full payment in the appropriate amount and that payments, once accepted, are not refundable. We agree to comply with the Exhibitor Regulations and Conditions outlined on the attached and with all conditions under which the Forum premises have been made available to the ROCC.

Company Name (as it should appear in information printed for the Forum)

Company Street Address

Telephone Number

City, State, Zip

Email

Exhibitor Representatives

Additional Exhibitor Representatives

Signature

Date

2018 Forum Vendor Exhibit Space Price: \$100.00, [\$75.00 if postmarked by February 16, 2018].

NOTE TO EXHIBITOR APPLICANTS: A duplicate of this application form will be signed by the ROCC Forum Committee Chair and be returned to you as a confirmation after approval. Limited space is available and exhibitor spaces will be assigned on a first-come, first-served basis. If space is not available your payment will be returned to you. Assignment of space and signature of the Committee Chair below indicates acceptance of application by the Committee. Booths are assigned on a first come, first served basis as paid applications are received; provided, however the ROCC, in its discretion, may decline to provide Exhibit Space to a vendor in its discretion if it does not believe that the vendor's products or services are consistent with the purpose of the Forum.

THIS SECTION TO BE COMPLETED BY THE ROCC FORUM COMMITTEE

DATE RECEIVED

_____/_____
AMOUNT RECEIVED

AMOUNT DUE

ASSIGNMENT OF SPACE

SIGNATURE

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