

THE VIRGINIA SELF-INSURERS ASSOCIATION, INC.
ONLY FOR VSIA MEMBERS -- TABLE TOP DISPLAY RESERVATION FORM
FOR THE 2019 GENERAL MEETING

FOR THIS MEETING, TABLE TOP DISPLAYS MAY BE SET UP IN THE MEETING ROOM FROM 6:00 pm-11:00 pm ON JUNE 6, 2019 OR FROM 6:00 am-8:00 am ON JUNE 7, 2019 (THE MORNING OF THE MEETING) AND MUST BE REMOVED FROM THE MEETING ROOM FOLLOWING THE CONCLUSION OF THE MEETING ON JUNE 7, 2019 BY 4:00 pm. TABLES ARE LIMITED AND WILL BE RESERVED ON A FIRST-COME, FIRST-SERVED BASIS FOR VSIA MEMBERS. (NOTE: AT THE CONCLUSION OF THE MEETING, DISPLAYING VENDORS WILL BE ALLOWED TO EACH GIVE AWAY ONE DOOR PRIZE)

Important: You must be a 2019 dues-paid member of VSIA to display at VSIA meetings. Please read the Exhibitor Policy below and then fill out all the requested information that follows, including inserting the name of your firm on the empty line in the hold harmless clause. The Williamsburg Lodge requires this information before you will be allowed to display at the Annual Meeting.

Exhibitor Policy

The policies contained herein are intended by Colonial Williamsburg Resort Collection (hotel) to serve the best interest of the conference, the exhibitors, the delegates and the hotel, and to give notice to applicants and exhibitors of the policies. All applicants, exhibitors and exhibitor appointed contacts (collectively "Exhibitor") are required to comply with this policy. This Policy is an integral and binding part of the Exhibit Space Contract, and that signing the exhibit space application/contract indicates understanding of and agreement to comply with the Policy.

Animals

The use of live animals in an exhibit for any purpose is not allowed.

Audio Visual Equipment

The request form must be received 10 days in advance. Exhibitors are welcome to provide their own equipment or rent through the hotel's contracted provider. The hotel will make every effort to honor any request made day of show, but may be limited and based on time and availability of equipment.

Backdrops/Drapes

All curtains, buntings and drapes must meet the standards of the fire department. Proof that materials are flame retardant will be required by the fire marshal.

Care of Premises

No part of an exhibit, signs, or other materials may be posted, nailed, taped or otherwise affixed to walls, doors or floor surfaces. Exhibitors are responsible for any damage to the facility.

Demonstrations

Demonstrations must be organized within the designated exhibit booth space. Should Exhibitors or spectators interfere with the normal traffic flow in the aisle, as determined is the hotel's sole discretion, the hotel reserves the right to have the Exhibitor discontinue the activity.

Electrical Services

Requests for electricity via this form must be submitted to the hotel no later than 10 days prior to the show date. The hotel will make every effort to honor any request made day of show, but service may be limited and based on time and availability of equipment. All charges will be applied the day of the show.

Fire and Safety

Exhibitors must comply with all federal, state and local fire and building codes that apply to the hotel. Warming of food is permitted. Cooking food is not permitted.

Food and Beverage

All food and beverage must be purchased through the hotel. All charges will be charged the day of the show.

Hanging Signs, Banners or Graphics

Professionally designed banners may be displayed on the back drape of the booth. The hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or other substances. The hotel can provide the labor. Labor Fee is \$35.00 per hour, a one hour minimum applies. 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.

Storage Space Storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period.

Kitchen Use

Use of the kitchen for any reason must be authorized in writing in advance.

No-Smoking Policy

Use of tobacco products in the building is prohibited. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company comply with this policy.

Parking

Vehicles may park in the designated parking areas only. Vehicles may use the loading dock area for unloading only. Vehicles parked in violation of the Policy may be towed at the Exhibitor's expense.

Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment and exhibit at all times. Security can be arranged through the hotel no later than 30 days 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

Items may be shipped to the hotel, no sooner than 3 days prior to the show. The Exhibitor shall pay a \$3.00 handling charge per delivered box or item. The hotel will not deliver packages received through shipping/receiving to hotel sleeping rooms.

Shipping Address: Attn: Exhibitor’s Name, Name of Event, The Williamsburg Lodge & Conference Center 310F South England Street Williamsburg, VA 23185

The hotel’s Business Center can assist with return shipping.

Trash Removal and Clean-up

Exhibitor may be assessed an additional clean-up fee not to exceed \$750.00 for excessive trash removal, as determined by hotel.

Storage

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 may apply.

Teardown

Exhibitor must remove all items immediately following the show. Hotel is not responsible for any items left on the premises.

Telecommunications/Internet Services

The Williamsburg Lodge offers complimentary wireless internet service. Telephone and hard wired internet connections must be prearranged with the hotel. The Request Form must be received 10 days prior.

Miscellaneous Terms: All demands, notices, approvals, payments, statements, requests, and other communications, including any Cancellation Notice, hereunder shall be in writing and shall be deemed to have been given when delivered by first-class regular mail or overnight delivery via a national carrier, addressed to the Exhibitor at the address first written above, and to the Hotel care of Jeffrey Metcalf, Director of Conference Services and Catering Sales, 310 S. England Street, Williamsburg, Virginia, 23185. This Exhibitor Agreement and all questions relating to its validity, interpretation, performance, and enforcement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without giving effect to Virginia’s conflicts of laws principles. Any dispute arising out of this Exhibitor Agreement shall be brought in a court whose jurisdiction includes the City of Williamsburg, Virginia. This Exhibitor Agreement and any schedules or attachments referred to herein contain the entire agreement of the parties.

Agreement to terms and conditions: The Exhibitor agrees to adhere to all the requirements of the Policy. The Hotel reserves the right to remove any Exhibitor in violation of this Policy as determined in the hotel’s sole discretion.

Hold Harmless: [redacted] (the exhibitor) assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s 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. The Colonial Williamsburg Foundation and the Colonial Williamsburg Company are third party beneficiaries of this indemnification.

The Virginia Self-Insurers Association
Conference Name

June 6-7, 2019
Meeting Dates

[redacted]
Print Name

[redacted] /# [redacted]
Firm Name / (Table Number Will Be Assigned by VSIA)

[redacted]
Signature

[redacted]
Date

[redacted]
E-mail Address

[redacted]
Telephone Number

Electricity Necessary for Your Display? Please Circle: Yes No

PLEASE REMIT DONATION OF \$250.00 (\$285.00 IF ELECTRICITY REQUESTED) FOR TABLE TOP DISPLAY RESERVATION. EACH ATTENDEE MUST ALSO SUBMIT THE MEETING REGISTRATION FORM AND PAY THE MEETING REGISTRATION FEE.

THANK YOU.

Please make checks payable to VSIA and mail payment, table top display reservation form, and meeting registration form by

May 18, 2019 to:

**John T. Heard, Legislative Counsel
The Virginia Self-Insurers Association, Inc.
2924 Emerywood Parkway, Suite 202
Richmond, VA 23294
(804) 249-2235**