

THE VIRGINIA SELF-INSURERS ASSOCIATION, INC.
ONLY FOR VSIA MEMBERS -- TABLE TOP DISPLAY RESERVATION FORM
FOR THE 2018 ANNUAL MEETING

FOR THIS MEETING, TABLE TOP DISPLAYS MAY BE SET UP IN THE MEETING ROOM FROM 5:00 – 10:00 PM ON DECEMBER 5, 2018, AND FROM 6:00 – 7:00 AM ON DECEMBER 6, 2018 (THE MORNING OF THE MEETING) AND MUST BE REMOVED FROM THE MEETING ROOM FOLLOWING THE CONCLUSION OF THE MEETING ON DECEMBER 6, 2018 FROM 3:00 – 4:30 PM. TABLES ARE LIMITED AND WILL BE RESERVED ON A FIRST-COME, FIRST-SERVED BASIS FOR VSIA MEMBERS ONLY. (NOTE: AT THE CONCLUSION OF THE MEETING, DISPLAYING VENDORS WILL BE ALLOWED TO EACH GIVE AWAY ONE DOOR PRIZE)
Important: You must be a 2018 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 Omni Richmond Hotel requires this information before you will be allowed to display at the 2018 Annual Meeting.

Exhibitor Policy

The policies contained herein are intended 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.

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. Please email the Omni Convention Services Manager to request an A/V form (dominique.hubbard@omnihotels.com).

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

The request 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.

Fire and Safety

Exhibitors must comply with all federal, state and local fire and building codes that apply to the hotel.

Food and Beverage

All food and beverage must be purchased through the hotel. All charges will be charged three business days prior to the show.

Hanging Signs, Banners or Graphics

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 must be submitted to the hotel no later than 10 days prior to the show. All charges will be charged three business days prior to 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 with prior coordination with the Omni’s Convention Services Manager. 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.

Shipping and Receiving

All packages should be addressed as follows:

The Virginia Self-Insurers Association, Inc.
Omni Richmond Hotel
100 South 12th Street
Richmond, VA 23219

Attention: (Your Name) & Dominique Hubbard, CSM

Shipments will be received no more than 3 days prior to the event. Boxes stored over 72 hours will be assessed an additional storage fee of \$15/box/day. Handling fees do apply for all shipments received and will be charged according to the scale below:

- Boxes of 1-25 lbs: \$10/Box
- Boxes of 26-50 lbs: \$15/Box
- Boxes of 51-100 lbs: \$25/Box
- Boxes of 101-150 lbs: \$35/Box
- Boxes of 151-200 lbs: \$55/Box
- Boxes over 200 lbs: \$35/100 lbs

Charges will be billed to the exhibitor's guestroom. If not staying at the hotel, payment will need to be provided before the packages are released. Hotel reserves the right to refuse to accept packages that appear damaged, and in any event, we cannot assume any liability for the condition of the contents of any package.

Please remember to provide shipping labels for your carrier of choice if you need to ship items following the event.

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.

Teardown

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

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: _____ (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 Virginia Self-Insurers Association
Conference Name

December 5-6, 2018
Meeting Dates

Print Name

_____/#_____
Firm Name / (Table Number Will Be Assigned by VSIA)

Signature

Date

E-mail Address

Telephone Number

Electricity Necessary for Your Display (\$25 Extra)? Please Circle: Yes No

PLEASE REMIT DONATION OF \$250.00 FOR TABLE TOP DISPLAY RESERVATION (PLUS ELECTRICITY - ADDITIONAL \$25) BY PAYING ONLINE WITH A CREDIT CARD AT VASELFINSURERS.ORG OR BY CHECK AS PROVIDED BELOW. IMPORTANT: WHETHER PAYING ONLINE BY CREDIT CARD OR THROUGH THE MAIL BY CHECK, THIS FORM MUST BE COMPLETED AND SUBMITTED TO VSIA BY NOVEMBER 14, 2018. EACH ATTENDEE MUST ALSO SUBMIT THE MEETING REGISTRATION FORM AND PAY THE MEETING REGISTRATION FEE.
THANK YOU.

If paying by check, please make checks payable to VSIA and mail payment, table top display reservation form, and meeting registration form by November 14, 2018 to:

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