

EXHIBIT INFORMATION
VIRGINIA EDUCATION ASSOCIATION ANNUAL CONVENTION



Roanoke, Virginia
April 7 – 8, 2011

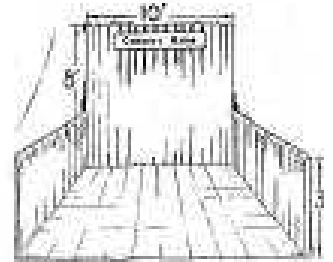
Set-Up, Exhibit Hours & Dismantling

Set-up Time: Thursday, April 7 8:30 a.m. - 12:00 p.m.
Exhibit installation must be completed by 12:00 noon.

Exhibit Hours: Thursday, April 7 12:00 p.m. - 7:30 p.m.
Friday, April 8 8:30 a.m. - 4:30 p.m.

Dismantling: Friday, April 8 4:30 p.m. – 6:00 p.m.
Removals must be completed by 6:00 p.m.

Booth Package All booths are 10 feet wide and 8 feet deep
8' high back drape and 3' high side drapes
One 8' unskirted table and 2 chairs
Exhibit Hall is not carpeted
Exhibits located in the Exhibit Hall of the Roanoke Civic Center



Cost of Exhibit Space Each booth is \$300.00 - Two booths for \$500.00

Convention Decorator - Exhibits, Inc.

Supplemental booth items, i.e., electricity, table draping, carpeting and additional tables and chairs can be ordered through our convention decorator, Exhibits, Inc. for an additional fee.

Information will be mailed to exhibitors prior to the convention.

Additional booth furnishings may be rented from Exhibits, Inc. in Accordance with a published rate schedule. Rental Order Forms will be sent to all exhibitors.

Labor & Shipping Exhibitors desiring labor for setup and/or dismantling of their displays should request this service from Exhibits, Inc., 2505 Glen Center Street, Richmond, Virginia 23223.

Rules & Regulations The Roanoke Civic Center will not accept freight shipments prior to the set-up time. Exhibitors who plan to have materials shipped to Exhibits, Inc. should direct as follows:

(Your company name) Booth Number ____
VEA Convention
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, Virginia 23223
(Rates for labor and drayage services sent to all exhibitors.)

Exhibitors may not sublet or assign any portion of their booth(s) to others. Advertising or canvassing outside of the exhibitors own space is not permitted.

Knock-Offs

The sale of “knock-offs” or counterfeit merchandise violates federal and state law. These items include but are not limited to handbags, articles of clothing, watches, perfumes, movies, CD’s and jewelry. Violations of these federal and state laws can result in criminal convictions. The VEA will not allow any vendor to sell “knock-offs” or counterfeit items at the convention.

Prior to setting up displays or booths vendors will be required to sign a statement confirming agreement not to sell “knock-offs” or counterfeit merchandise and understanding that any violation of this policy will result in the vendor being dismissed from the convention without a refund of any monies paid to the VEA.

Security

VEA will provide security during the hours that the exhibit area is closed. However, the exhibitor is solely responsible for his/her own materials and should insure the materials against loss or damage.

Cash Sales

Cash sales are permitted in the fundraising area. VEA will not be a party to any disputes over money, nor will VEA be responsible for making change, providing receipts for purchases, or keeping tax records.

Electrical Needs

Requests for electrical outlets must be placed in advance.

Liability

The exhibitor agrees to protect and hold the VEA harmless from any damages or charges imposed for any law or applicable ordinance, as well as to comply strictly with the terms and conditions contained in the agreement between the convention center and the VEA. The exhibitor shall at all times protect and hold harmless the convention center and the VEA against and from all loss, cost, or liability arising from or by reason of the fundraiser’s occupancy and use of the exhibition premises or any part thereof.

Additional Information

The Virginia Education Association reserves the right to approve the character of any exhibit and to prohibit any display which is the cause of noise or has other objectionable features that may detract from the general character of the convention. This applies to displays, literature, advertising, novelties, souvenirs, conduct of person, etc. The VEA Delegate Assembly suggests that persons and firms having exhibits at the VEA Convention are encouraged to have minority representation in their booths.

Questions

If you have any questions regarding exhibits please contact:

Kathy Bowles, Convention Management Office
Virginia Education Association
116 South Third Street
Richmond, Virginia 23219-3799
Phone: (804) 775-8306 or Toll Free 1/800/552-9554

Contract For Exhibit Space

Contract for exhibit space enclosed. Deadline for exhibit space is March 18, 2011. Hope to see you there!

CONTRACT FOR EXHIBIT SPACE

VIRGINIA EDUCATION ASSOCIATION
116 South Third Street
Richmond, Virginia 23219

Reserve for our use ___ booth(s) at the Virginia Education Association's annual convention, Roanoke Civic Center, Roanoke, VA, April 7-8, 2011.

First Choice is Booth No. _____

Second Choice is Booth No. _____

Third Choice is Booth No. _____

I wish to reserve multiple booths _____

Electrical Service Requested _____
(Please include the \$50.00 in your check)

Booths are 10 feet wide and 8 feet deep -- \$300.00 each or two booths for \$500.00. (Assignments are made on a first-come first served basis.) We agree to pay 50% of the total cost of space reserved when submitting this contract and the remaining 50% on or before March 18, 2011. The initial 50% is non-refundable. ***(Electrical service can be provided for \$50.00 per outlet. If you require electrical service please include the \$50.00 in your check.)***

Our check in the amount of \$_____ is enclosed.

Make Check Payable To - Virginia Education Association

We have read and fully understand all of the details as set forth in the instructions and agree to abide by the rules and regulations promulgated by the Virginia Education Association. In addition, I understand that the sale of "knock-offs" or counterfeit merchandise violates federal and state law. These items include but are not limited to handbags, articles of clothing, watches, perfumes, movies, CD's and jewelry. Violations of these federal and state laws can result in criminal convictions. The VEA will not allow any vendor to sell "knock-offs" or counterfeit items at this year's convention.

Firm Name _____ Phone: _____

Product(s) Display: _____

Address _____

City _____ State _____ Zip Code _____

Authorized Signature _____

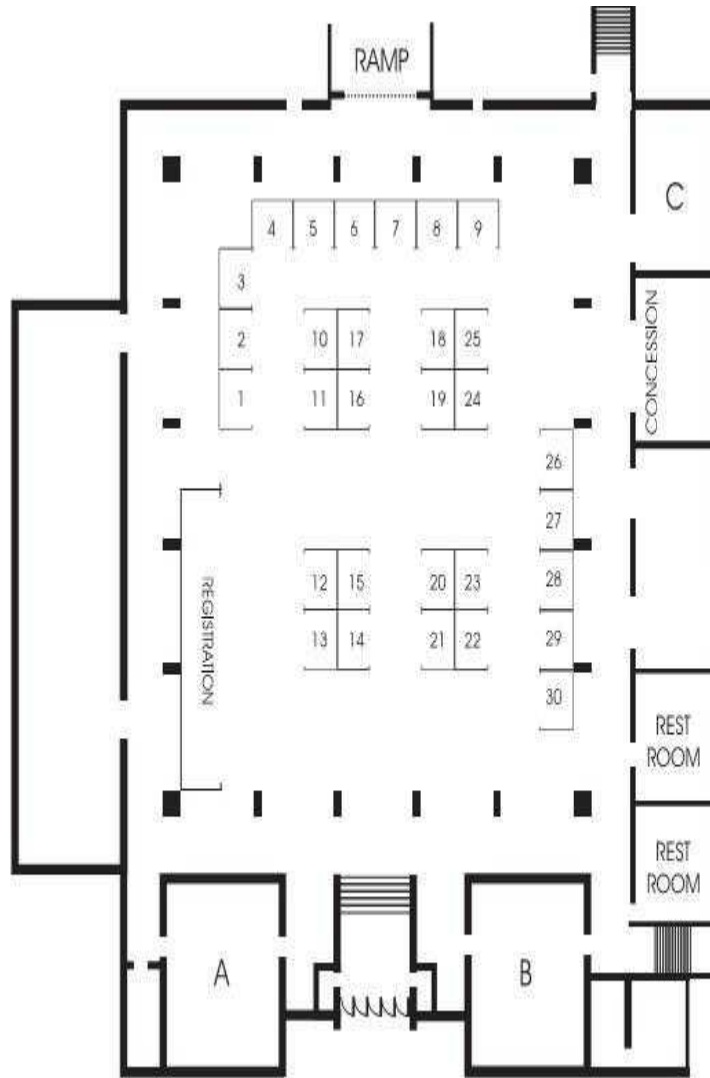
Booth assigned is _____.

Accepted for Virginia Education Association, Inc. by

_____ Conference Coordinator

ACCEPTANCE COPY WILL BE RETURNED

VIRGINIA EDUCATION ASSOCIATION
APRIL 7 – 8, 2011
ROANOKE CIVIC CENTER – EXHIBIT HALL



All Booths 10 ft. Wide x 8 ft. Deep

CONTACT INFORMATION

- Kathy Bowles -
Exhibit Hall Coordinator



Tel: (804) 775-8306
Fax: (804) 775-8351
E-mail: kbowles@veanea.org