



Norfolk Waterside Marriott
October 19-21, 2022



Exhibitor Details

We recognize the importance of the Vendors and their participation to make our conference a success. Some highlights:

WEDNESDAY: Vendors will be able to load in starting at 5pm on Wednesday, October 19. Hollins Inc. is our show decorator. They will send Vendor packets in September 2022.

THURSDAY: Official Exhibit Hall Hours are 8:30am-5pm. The ribbon on our Exhibit Hall will be cut at 8:30am on Thursday, October 20. In an effort to provide more traffic to the exhibit booths, VLA will provide a box lunch to all registrants in the Exhibit Hall on Thursday, from 11:45am-1:00pm, and will provide non-conflict time on Thursday afternoon, and again on Friday morning. On Thursday evening, all vendors are invited to a private reception hosted by VLA. Open bar and appetizers will be served.

FRIDAY: On Friday morning we will offer coffee in the Exhibit area from 8:00am-9:00am. The Exhibits will officially close at noon.

HOTEL ROOMS: The Norfolk Waterside Marriott is a Marriott property. Rooms in our block are \$154 per night plus taxes and fees. Self and valet parking are available.

Booth fees are \$650 for the first booth (\$800 if registered after September 23) and \$325 for each additional booth. Please refer to the enclosed booth layout when requesting individual booths. Booths will be assigned based on the date application and the date the fee is received. Confirmation letters with booth assignments will be e-mailed to you. VLA accepts payments via the VLA website, via credit card by phone, or checks by mail.

Exhibitor Agreement

EXHIBIT RULES AND REGULATIONS: The following rules and regulations are incorporated by reference into the Exhibitor's Space Application and shall govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibitor's Space Application. These regulations are established for the mutual protection of VLA and the exhibitors. It is the responsibility of the exhibiting firm to be fully familiar with these regulations and to see that each member of the firm attending the conference exhibit is also familiar with the regulations.



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AGREEMENT FOR SPACE: The application for booth space, upon acceptance by VLA and assignment of space and full payment of fees, constitutes an agreement for rental of the space assigned. The agreement will not be binding upon VLA in the event of strikes or other circumstances beyond VLA control.

PAYMENT FOR SPACE: Applications must be accompanied by the full payment, made payable to Virginia Library Association. VLA reserves the right to delay space reservations if the full amount is not received with the application.

CANCELLATION OR WITHDRAWAL: Upon giving written notice, the exhibitor may cancel or withdraw from exhibiting at the 2022 conference subject to the following conditions and restrictions. Written cancellations received prior to September 23 - 50% REFUND. Written cancellations received beginning September 24 - NO REFUND. VLA will have the right to use the canceled space to suit its own convenience, including sale of the space to another exhibitor without any rebate or allowances to the canceled exhibitor. For 2022, VLA is planning an in-person conference with best practice safety provisions. VLA has modified its cancellation policy to reflect the changing conditions, and will be flexible should Executive Orders alter plans.

ALLOCATION OF SPACE: Applications will be dated and time of receipt applied, allowing for a first-come first-served approach to assigning spaces. VLA reserves the right to alter the exhibit floor plan or change space assignments in the event of emergency and/or in the interest of any exhibitor. In such an event, exhibitor(s) affected will be notified.

OCCUPANCY OF SPACE: Installation may begin on Wednesday, October 19 after 5:00 p.m. and should be completed no later than 8:00 am on Thursday. Vendors will be notified of any difference in the time schedule. VLA reserves the right to occupy any space not occupied on the opening day. Final closing time for exhibiting will be designated by VLA and no dismantling or packing may be started prior to closing time.

USE OF SPACE: All demonstrations or other activities must be confined to the limits of the exhibit booth space. Displays shall not be placed in such manner as to interfere with other exhibitors. No exhibitor shall assign, sublet, or share space allotted.

RESTRICTIONS IN OPERATIONS OF EXHIBITS: VLA reserves the right to restrict exhibits which because of noise, method of operation, materials, or any other reasons, become objectionable, and also to prohibit or even evict any exhibit that in the opinion of the management may detract from the general character of the exhibit as a whole.



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This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, VLA is not liable for any refunds or rentals or other exhibit expenses. Showing of projected pictures will only be permitted within the confines of the exhibitor's booth. Exhibitor's operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing or interfering with other exhibitors.

CARE OF BUILDING AND EQUIPMENT: Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

LIABILITY AND INSURANCE: VLA or the Norfolk Marriott Waterside, including their officers, representatives, conference committee and any individuals, or firms retained by it to assist in exhibit work) shall not be responsible for or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor, or to any of the exhibitor's employees, personnel, or property, prior to, during, or subsequent to exhibitor's use and occupancy of the exhibit booth space during the period of time contracted for thereunder. Exhibitors are advised to consult their insurance brokers for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost.

HOLD HARMLESS CLAUSE: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

MISCELLANEOUS REGULATIONS: VLA reserves the right to determine the eligibility of any company or organization to exhibit. VLA reserves the right to make changes in the time schedule or in the general plan of the exhibit if the changes are deemed in the best interest of exhibitors and the exhibit in general. Drawing for prizes may be conducted by exhibitors within their exhibit area if done in a dignified manner.



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These regulations have become a part of the contract between the exhibitor and VLA. They have been formulated in the best interest of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

Once you have completed the online registration form and paid for your space, a confirmation email will be sent to you.

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