

**Vietnam Veterans of America &
Associates of Vietnam Veterans of America
8719 Colesville Road
Suite 100
Silver Spring, MD 20910
800-882-1316**

Dear State Council/Chapter Presidents and Exhibitors:

Thank you for your interest in exhibiting at the Vietnam Veterans of America/Associates of Vietnam Veterans of America 2022 National Leadership and Education Conference, in Greenville, South Carolina. Enclosed is an exhibitor application packet.

VVA's 2022 National Leadership and Education Conference will be held at the Hyatt Regency, from August 9 – 13, 2022.

If, after reviewing the enclosed, you are interested in exhibiting at our 2022 National Leadership and Education Conference, please mail your completed application form with your payment to **Deborah Johnson** attention, at the above address.

If you have any questions about the exhibitor packet or the 2022 National Leadership and Education Conference itself, please contact wesguidry@suddenlink.net

I hope to see you at our 2022 National Leadership and Education Conference.

EXHIBITOR INFORMATION

At the VVA 2022 National Leadership and Education Conference, VVA/AVVA provides space for commercial firms, government agencies, VVA state councils and VVA chapters, and others to market and/or sell their products and services, or display materials and information, which could benefit VVA's members. Past exhibitors have included travel agencies, veteran-related publications, insurance agencies, Medals of America, Department of Veterans Affairs and HUD agencies, VVA's chapters and state councils, and others.

Limited space is available again this year at the 2022 National Leadership and Education Conference.

Over 350 participants are expected at the VVA 2022 National Convention.

This meeting is a great opportunity to reach an exciting segment of the population with information, products, and services.

Set up for vendors will start Monday August 8, 2022. Each exhibit space consists of one 6' x 2' skirted table, 2 chairs, wastebasket, and Identification sign. Pipe and Drape 10' x 10' will be provided for each exhibit booth. Special equipment and electrical needs must be arranged with the Hotel. Exhibitors are also responsible for any expense associated with any other needs. Set-up and teardown are also the responsibility of the exhibitor.

The exhibitor fee schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire 2022 National Leadership and Education Conference. Space is limited and is available on a first come, first served basis.

VVA 2022 National Leadership and Education Conference
Hyatt Regency Greenville
220 N Main Street
Greenville, South Carolina 29601
864-235-1234
 August 9 – 13, 2022

2022 EXHIBIT FEES AND SCHEDULE

Please note: VVA reserves the right to accept or deny any application for exhibit space and is solely responsible for determining the type of exhibit fees applicable to an exhibitor. **ASSIGNMENT AND PLACEMENT OF EXHIBIT SPACE IS THE SOLE RESPONSIBILITY OF VVA.** The daily hours given on the next page represent the earliest and latest times that the exhibit hall will be open for attendees.

<u>Exhibitor Type</u>	<u>Single Table</u>	<u>Each Additional Booth</u>
A. VVA/AVVA National committees	\$100	\$75
B. Other groups nationally endorsed by VVA, <u>displaying information only</u> (Limited space available)	\$150	\$75

Non profit groups specifically endorsed by the VVA National Board of Directors, that wish to only display information about their legitimate programs and service, not sell any products or services.

C. VVA/AVVA affiliate (State Councils and Chapters) marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$200	\$100
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VVA/AVVA chapters and state councils—affiliate organizations that sell products and services, ALL proceeds of which are placed in chapter or state council treasury, to be used in the pursuit of legitimate VVA programs.) **To qualify for this bracket, a letter from the State Council, or Chapter Treasurer, stating that 100% of the proceeds is placed in the State Council or Chapter treasury must be attached to this application.**

D. Nonprofit groups with an affinity to or endorsed by VVA, marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$250	\$100
E. Commercial vendors marketing and/or selling products and services	\$400	\$100

Commercial vendors marketing and/or selling products and services—includes all vendors whose primary business is to make a profit selling, or marketing products or services.

If you are not sure which category you will be in, email wesguidry@suddenlink.net For a determination.

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EXHIBIT SCHEDULE

The vendor area WILL NOT BE available to you until 12 noon on Monday

SET UP:
EXHIBITS OPEN:

Monday	August 8, 2022	12:00 p.m. – 5:00 p.m.
Tuesday	August 9, 2022	9:00 a.m. – 5:00 p.m.
Wednesday	August 10, 2022	11:00 a.m. – 5:00 p.m.
Thursday	August 11, 2022	9:00 a.m. – 5:00 p.m.
Friday	August 12, 2022	9:00 a.m. – 5:00 p.m.
Saturday	August 13, 2022	9:00 a.m. – 12:00 p.m. (note 1)

Notes: (1) The exhibit area **must** be cleared by 2:00 p.m. on Saturday, August 13, 2022.

- (2) For security reasons, NO WEAPONS will be allowed for sale, for raffle, or personal use within the Exhibitor Area.
- (3) Exhibitors are solely responsible for manning their respective tables. At no time will VVA, be responsible for loss or theft of exhibitor area/tables and its contents.
- (4) Under no circumstance will smoking be allowed in the exhibit area.
- (5) Under no circumstance will signage or merchandise be allowed to be displayed on the walls, or outside the Vendor room.
- (6) Displays must be kept within the confines of the booth. No tables, products are allowed outside the booth, to include the aisles, passageways.

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APPLICATION & CONTRACT FOR EXHIBIT SPACE

Date _____ Firm/Organization _____ Contact Name _____

Address _____ City, State, Zip _____

Day # _____ Cell Phone # _____ Number of exhibit spaces requested _____

Email Address _____

Exhibitor type –check one:

- A – VVA/AVVA National committees D- Nonprofit/Sales
 B – Other groups nationally endorsed E - Commercial Sales
 C - VVA/AVVA State Councils/Chapters

Exhibit Space Cost: First table: \$ _____
Additional booth(s): # _____ @ \$ _____ \$ _____
Total Cost: \$ _____

Payment Method

- Check enclosed (Payable to Vietnam Veterans of America) Money order enclosed
 MasterCard Visa Discover American Express

Account/Card Number _____ Expiration Date _____ / _____

Signature _____

Return this contract (**pages 5-7 only**) with a check for the full exhibitor fee, or credit card information in entirety. Make all checks payable to **Vietnam Veterans of America**, payments should be sent to: **Vietnam Veterans of America, Attn: Deborah Johnson, 8719 Colesville Road, Suite 100, Silver Spring, MD 20910**, by July 15, 2022. If the number of tables you have requested cannot be confirmed, you will be notified by letter and the appropriate refund will be forwarded to you.

Describe below the nature of the products, services, and/or information you wish to exhibit. (At no time will products that VVA deems inappropriate be allowed to be displayed or sold).

Review the following terms and conditions and then sign the following agreement. These terms are printed on the next two pages, and are a formal part of this agreement.

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EXHIBITOR AGREEMENT

1. **Contract.** This application for exhibit space constitutes a valid and binding contract when (a) the applicant (Exhibitor) executes it and pays Vietnam Veterans of America, Inc. (VVA) in advance for exhibit space as set forth in the attached rate schedule, and (b) VVA provides the Exhibitor with written acceptance of the application and notification that VVA has reserved space(s) for the Exhibitor at the 2022 National Leadership and Education Conference.
2. **Exhibit Space Reserved.** VVA's reservation of space for the Exhibitor at the 2022 National Leadership and Education Conference shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from VVA, (a) sublet, license, or assign the exhibit space to another organization or individual, or (b) permit another organization or individual to use the exhibit space.
3. **Product Restrictions.** The Exhibitor agrees not to display or sell any items that VVA deems inappropriate. VVA will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, VVA will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately. The fees will not be refunded.
4. **Nature of Exhibits.** Exhibits are limited to those detailed on the attached application form. The Exhibitor agrees not to display, sell, market, and/or distribute items that VVA considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of VVA, whether or not indicated on the application form.
5. **Exhibits and Public Policy.** While participating as an exhibitor at the 2022 National Leadership and Education Conference, the Exhibitor is accountable for knowledge of all local pertinent laws, ordinances and regulations pertaining to health, fire prevention, public safety, city/state business fees, and sales/use taxes. Compliance with such laws is the sole responsibility of the Exhibitor. VVA/AVVA and service contractors are not responsible for compliance with legal requirements concerning an Exhibitor's space, materials, and operation. If the Exhibitor has questions regarding laws, ordinances, and regulations related to exhibiting and selling in the city of Greenville, South Carolina, the Exhibitor should contact the appropriate city, county, or state agencies.
6. **Exhibits and Hotel Policy.** The Exhibitor agrees to protect, save and hold Hyatt Regency Greenville, VVA, and all their agents and employees (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Indemnities against any losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury, or other occurrence, to any person(s), including Exhibitor, its agent, employees and business invites, which arise from or out of the exhibit premises.

7. **Security and Insurance.** The Exhibitor understands and agrees that all the Exhibitor's property is under his/her custody and control, whether in transit to, within, or from the confines of the Hyatt Regency Greenville, and is subject to the rules and regulations of the exhibit area, the 2022 National Leadership and Education Conference. The Exhibitor may wish to consider carrying appropriate insurance to cover the Exhibitor's property against damage and loss, and public liability insurance against injury to an individual and the property of others. The Exhibitor shall take all precautions to see that the Exhibitor's materials, products, and equipment are secured at all times.

8. **Losses and Damage.** The Exhibitor agrees that VVA is not liable for any damage, loss, or liability of any kind, or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the Exhibitor or any other person. The Exhibitor will defend, indemnify, and hold harmless VVA from any liability on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by an Exhibitor or its employees or representatives.

9. **Demonstrations.** No demonstrations, or solicitations shall be permitted outside of Exhibitor's assigned space. The Exhibitor may not place signs or placards anywhere, or on anyone, outside of Exhibitor's assigned exhibit space, without VVA's written approval.

10. **Management.** The Exhibitor agrees (a) that the rules, and regulations of 2022 National Leadership and Education Conference management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulations; (c) that 2022 National Leadership and Education Conference management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, VVA "authorization" or VVA "approval" means authorization or approval by the 2022 National Leadership and Education Conference management.

11. **Acceptance.** As an Exhibitor at the 2022 National Leadership and Education Conference, I agree to abide by all rules and regulations governing the exhibit area and the 2022 National Leadership and Education Conference. Acceptance of this application by VVA and notification that VVA has reserved space(s) for the Exhibitor at the 2022 National Leadership and Education Conference constitutes a contract between the Exhibitor and VVA for exhibit space at the 2022 National Leadership and Education Conference.

Signature of Exhibitor _____

Date _____

Signature of VVA/AVVA _____

Date _____

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges will apply.
 All Rates are Per Day rates.

MONITOR	QUANTITY	ADVANCED RATE (PER DAY)	REGULAR RATE (PER DAY)
32" MONITOR		\$180.00	\$225.00
42" MONITOR		\$350.00	\$445.00
55" MONITOR		\$500.00	\$610.00
70" MONITOR		\$850.00	\$985.00
80" MONITOR		\$990.00	\$1,160.00
FLOOR STAND		\$50.00	\$60.00

AUDIO	QUANTITY	ADVANCED RATE (PER DAY)	REGULAR RATE (PER DAY)
POWERED SPEAKER		\$100	\$110

INTERNET	QUANTITY	ADVANCED RATE (PER DAY)	REGULAR RATE (PER DAY)
SIMPLE WIFI CONNECTION		\$15.00	\$15.00
HARD LINE CONNECTION		\$150.00	\$165.00

POWER	QUANTITY	ADVANCED RATE (PER DAY)	REGULAR RATE (PER DAY)
Exhibitor Power		\$42.00	\$45.00
120V THREE PHASE - 60 AMP		\$425.00	\$465.00

MISCELLANEOUS	QUANTITY	ADVANCED RATE (PER DAY)	REGULAR RATE (PER DAY)
LAPTOP		\$185.00	\$225.00
LED POSTER		\$1,200.00	\$1,350.00

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 864-303-8211

