

Exhibitor Registration

Virginia Association of Museums 2020 Annual Conference

Chantilly, Virginia - March 7-10, 2020

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

Email for conference information if different from Email address for exhibitor program: _____

Booth Representative #1 (include title) _____

Booth Representative #2 (include title) _____

Additional Reps (\$150 each) (include title) _____

Description of Products or Services (for the exhibitor program): _____

1st booth choice: _____ 2nd choice: _____ 3rd choice: _____

**please only select booths #9, 12, 29, and 32 if you are also choosing to be a Dine Around Sponsor*

My company's booth _____ will _____ will not need electricity. (PLEASE Check One)

Assignment of Exhibit Spaces

Assignments will be made on a first-come, first-served basis. Every effort will be made to assure you the booth location of your choice; however it is VAM's policy to avoid placing competitors in near proximity whenever possible, so early selection is critical.

PLEASE NOTE:

There will be a charge of \$21+tax per day for basic electricity **payable to the hotel.**

A hotel Service Order Form for electricity, telephone lines, and audio/visual needs will be included with your confirmation.

EXHIBIT HALL FEES

Booth fees:

_____ Base Booth	\$575 member/ \$750 nonmember	=	\$ _____
_____ Conference Patron	\$1,700	=	\$ _____

Conference Program Advertising (exhibitor/non-exhibitor price shown)

Half page ad	\$200 / \$250	=	\$ _____
Full page ad	\$300 / \$350	=	\$ _____
Cover ad	\$400 / \$500	=	\$ _____

ADDITIONAL BOOTH REPRESENTATIVES _____ x \$150 = \$ _____

(no charge for one additional representative if conference patron selected)

EVENT FEES

= \$ _____

Saturday scholarship reception _____ @ \$50
 Sunday event at National Museum of the US Army _____ @ \$35
 Monday event at Workhouse Arts Center & Museum _____ @ \$35

TOTAL \$ _____**Attendance:**

The following events are included in your booth fees, but we need an accurate count. Please check if you plan to attend.

- Welcome Brunch, Sunday, March 8 number attending: _____
 Keynote Presentation and Coffee, Tuesday, March 10 number attending: _____

All conference sessions are included in your booth fee, and we encourage you to attend those sessions!

Payment Method:

- Check payable to VAM 2020 Exhibit Hall enclosed
 Charge my credit card: ___VISA ___MasterCard ___American Express___ Discover

Card Number _____ Expiration Date _____ CVC# _____

Signature _____

Full payment is expected at time of registration. Orders for program advertisements and camera-ready art (as an electronic file) are due by January 15, 2020.

The Usual Disclaimers

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.

Please note that solicitation by non-exhibitors is strictly forbidden in the Resource Hall. Offenders will forfeit their registration fee and be asked to leave.

Cancellation Policy

Booth cancellations must be in writing; if received prior to February 1, there will be a 50% refund. After this date, refunds will not be available unless space is resold.

Mail to:

VAM Conference Exhibit Hall
 3126 W. Cary St. #447
 Richmond, VA 23221
Or fax: 804-358-3174