

Governor's Campus Preparedness Conference  
August 3, 2009

Exhibitor Agreement Form

---

- LOCATION:** Virginia Commonwealth University  
Student Commons Building  
907 Floyd Avenue  
Richmond, Virginia 23284  
(Virginia Ballroom)
- SET UP:** Exhibitors are responsible for setting up their exhibits.  
Exhibitors will have access to the VCU Student Commons from 4:00 PM - 7:00 PM on Sunday, August 2, 2009 for set-up.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.  
Exhibits must be removed by 5:00 PM on Monday, August 3, 2009.
- PROVISIONS:** One exhibit space (approximately 8' x 10' total space); one 6' x 2' skirted table; two chairs.
- FEE:** The **\$1000 exhibit fee** includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops) and scheduled meals and breaks. **No refunds will be issued after July 27, 2009.**

**NOTE: If your exhibit size is larger than the provisions noted above, you may be required to pay for a double booth at a cost of \$2000. Please contact Karen Sullivan at (804) 786-9047 or [karen.sullivan@dcjs.virginia.gov](mailto:karen.sullivan@dcjs.virginia.gov) to discuss. Extra provisions will not be made available the day of the conference.**

Vendor space is **FIRST COME, FIRST SERVED.** The **exhibit fee MUST accompany this agreement in order for space to be reserved.** Checks are to be made payable to "Treasurer of Virginia" and should be received by Karen Sullivan **no later than Monday, July 20** at the address below:

Virginia Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219  
ATTN: Karen Sullivan

Governor's Campus Preparedness Conference  
August 3, 2009

Exhibitor Agreement Form

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Will your exhibit require electrical service?**      \_\_\_\_\_ Yes \_\_\_\_\_ No

**Will your exhibit require Internet service?**      \_\_\_\_\_ Yes \_\_\_\_\_ No

**Do you have any other special requirements?** (extra fees may apply)      \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please describe: \_\_\_\_\_

Have you enclosed your check, payable to "Treasurer of Virginia"?       Yes     No

Please list your designated attendee(s) so they may be registered for the conference once payment is received.

\_\_\_\_\_

Name

Title

\_\_\_\_\_

Name

Title

\_\_\_\_\_

Name

Title

\_\_\_\_\_

Name

Title

*If additional space is needed, please attach a separate sheet of paper*