2016 Statewide CASA Conference: Partnership for Kids

Exhibitor Information

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**LOCATION:** The Renaissance Portsmouth-Norfolk Waterfront Hotel

 425 Water Street, Portsmouth, VA 23704

**EXHIBIT HOURS:** Friday, November 18, 2016 8:00 AM – 5:30 PM

 Saturday, November19, 2016 8:00 AM – 12:00 PM

**SET UP:** Exhibitors are responsible for receiving and setting up their exhibits.

 Set up time will be confirmed at a later date.

**TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.

 Exhibits must be removed by 2:00 PM on Saturday, November 19, 2016.

**PROVISIONS:** One 6’ x 3’ skirted table; two chairs; electric and internet connectivity will be available at no additional cost.

**FEE:** The exhibit fee ($250.00-non-profit; $500.00-standard) includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops), and scheduled meals and breaks for no more than two exhibit staff.

 **No refunds can be made after October 31, 2016**

**GENERAL:**

* Exhibitors may not sublet or assign their space to others.
* Combustible materials or explosives are prohibited; fire extinguishers and exits must not be obstructed.
* Sounds from audio machines must be subdued and not disturb other exhibitors.
* Exhibitors shall pay for any damages to property owned by the Renaissance Portsmouth-Norfolk Waterfront Hotel resulting from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Renaissance Portsmouth-Norfolk Waterfront Hotel and the Virginia Department of Criminal Justice Services from any damages or charges resulting from Exhibitor’s use of property. Exhibitor’s liability shall include all losses, costs, damages, or any other occurrences to any person or persons, including the Exhibitor, conference invitees, etc. which arise from the Exhibitor’s occupancy and use of the exhibition premises, the Hotel or any part thereof.

**EXHIBITOR REGISTRATION**: [Click here to register](https://www.dcjs.virginia.gov/eventRegistration/register.cfm?eventid=2548)

**HOTEL INFORMATION:**

A block of rooms is reserved at a conference rate of $89 per night. **Rooms must be reserved by Sunday, October 16, 2016.**

Renaissance Portsmouth-Norfolk Waterfront Hotel

425 Water St

Portsmouth VA  23704

(888) 839-1775

To book a room, use this link: [**Book your group rate for CASA Conference: A Partnership for Kids**](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=CASA%20Conference:%20A%20Partnership%20for%20Kids%5Eorfpt%60cascasa%6089.00%60USD%60false%602%6011/15/16%6011/19/16%6010/16/16&app=resvlink&stop_mobi=yes)