



Virginia Department of Criminal Justice Services

Intersections of Violence: Domestic Violence, Sexual Assault, and Child Abuse Conference

June 11-13, 2018

Exhibit Agreement Form

- LOCATION:** Renaissance Portsmouth-Norfolk Waterfront Hotel
425 Water Street
Portsmouth, VA 23704

(757) 673-3000
- EXHIBIT HOURS:** Monday, June 11, 2018 7:30 AM – 5:00 PM
Tuesday, June 12, 2018 8:00 AM – 5:00 PM
Wednesday, June 13, 2018 8:00 AM – 2:00 PM
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Set up time is 3:00 PM - 5:00 PM on Sunday, June 10 or you can setup any time after 7:30 a.m. on Monday, June 11, 2018.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.
Exhibits must be removed by 2:00 PM on Wednesday, June 13, 2018.
- PROVISIONS:** One 6' x 2' skirted table; two chairs; electric connections can be made on a first come first serve basis. Internet service is available free of charge. Please let us know if you need these.
- 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). **No refunds can be made after May 11, 2018**
- 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 Norfolk Waterside Marriott Hotel resulting from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Norfolk Waterside Marriott 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/
VENDOR
REGISTRATION:** By registering and paying the exhibitor/vendor fee, the exhibitor/vendor agrees to all of the conditions above. [Register as an exhibitor/vendor.](#)

The exhibit fee must be received by the Virginia Department of Criminal Justice Services no later than May 1, 2018. Preferred method of payment is credit card. Checks should be made payable to "Treasurer of Virginia". If you pay by check, please send to the Attention of Judy Lloyd, DCJS, 1100 Bank Street, Richmond, VA 23219.