Virginia Department of Criminal Justice Services

3rd Annual Intersections of Violence: Domestic Violence,

Sexual Assault, and Child Abuse Conference

July 15-17, 2019

Exhibit Agreement Form

**LOCATION:** Embassy Suites/Hampton Convention Center

1700 Coliseum Drive
Hampton, Virginia 23666
Tel: +1-757-827-8200

The Intersections of Violence: Domestic Violence, Sexual Assault & Child Abuse Conference will be held July 15-17. There is a two day “minimum” requirement. This does not include setup on Sunday.

**SETUP HOURS:** Sunday, July 14, 2019 3:00 PM – 5:00 PM

EXHIBIT HOURS Monday, July 15, 2019 8:00 AM – 5:00 PM

Tuesday, July 16, 2019 8:00 AM – 5:00 PM

Wednesday, July 17, 2019 8:00 AM – 4:00 PM

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

Set up time is 3:00 PM - 5:00 PM on Sunday, July 14 or you can setup any time after

7:30 a.m. on Monday, July 15, 2019.

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

Exhibits must be removed by 4:00 PM on Wednesday, July 17, 2019.

**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 exhibitor/vendor fee is $125.00-for-profit and there is no fee for nonprofit; however we are requesting that ALL vendors donate a gift basket to be raffled off during conference. This includes the above provisions. **No refunds can be made after July 1, 2019.**

**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 resulting from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the **•** Embassy Suites/Hampton Convention Center 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 or any part thereof.

**Selected vendors/exhibitors will be notified if they have been selected. Credit Card payment is the preferred method of payment. Checks should be made payable to “Treasurer of Virginia”. If you pay by check, please send to the Attention of Finance Office, DCJS, 1100 Bank Street, Richmond, VA 23219. Non-profits also need to go in and register their organization even though there is no charge.**