



Virginia Department of Criminal Justice Services

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

April 12-14, 2017

Exhibit Agreement Form

- LOCATION:** Norfolk Waterside Marriott Hotel
235 E Main Street
Norfolk, VA 23510
(757) 627-4200
- EXHIBIT HOURS:** Wednesday, April 12, 2017 8:00 AM – 5:00 PM
Thursday, April 13, 2017 8:00 AM – 5:00 PM
Friday, April 14, 2017 8:00 AM – 3:00 PM
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Set up time is 5:00 PM - 7:00 PM on Tuesday, April 11, 2017 or you can setup any time after 7:30 a.m. on Wednesday, April 12.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.
Exhibits must be removed by 3:00 PM on Friday, April 14, 2017.
- 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 March 29, 2017.**
- 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 [here](#).

The exhibit fee must be received by the Virginia Department of Criminal Justice Services no later than March 29, 2017. 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.