Virginia Department of Criminal Justice Services

Envision: Creating Paths of Resiliency for Underserved Domestic Violence Survivors Conference

October 10-11, 2019

Exhibit Agreement Form

**LOCATION:** Hotel Madison

710 S. Main St
Harrisonburg, Virginia 22801
Tel: +1-757-827-8200

Envision: Creating Paths of Resiliency for Underserved Domestic Violence Survivors Conference is a two-day event from October 10-11, 2019

**SETUP HOURS:** Wednesday, October 9, 2019 6:00 PM – 7:30 PM

EXHIBIT HOURS Thursday, October 10, 2019 8:00 AM – 5:00 PM

Friday, October 11, 2019 8:00 AM – 4:00 PM

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

Set up time is 6:00 PM – 7:30 PM on Wednesday, October 9 or you can setup any time after7:30 AM. on Thursday, October 10, 2019

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

Exhibits must be removed by 4:00 PM on Friday, October 11, 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:** There is no exhibitor fee for this conference

**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. Please register your organization at** <https://www.dcjs.virginia.gov/eventregistration/register.cfm?eventid=3137>