

Exhibitor Invitation

Virginia Counselors Association
Annual Convention 2018

Hilton Norfolk THE MAIN
Norfolk, VA
November 8 - 9, 2018

Exhibitor Schedule

Setup: Wednesday, November 7, 6:00 pm – 10:00 pm or
Thursday, November 8, 7:00 am – 8:00 am

Removal by: Friday, November 9, by 8:00 pm

Exhibit Hours: Thursday, November 8: 8:00 am – 6:00 pm
Friday, November 9: 8:00 am – 5:00 pm

Event Profile:

The Virginia Counselors Association (VCA) is a professional organization serving nearly 1,500 counselors, counselor educators and supervisors in a variety of work settings including schools, community agencies, colleges and universities, as well as private practitioners. The VCA Convention is held annually with attendance from 550 – 600.

Availability:

Exhibitor applications are accepted on first-come, first serve basis. Applications will be accepted based on space available.

Exhibitor & Sponsorship Opportunities:

Marketplace Exhibitor

One (1) 6 ft. skirted table, draped and covered \$500
Two (2) 6 ft. skirted table, draped and covered \$650
Premium location with up to four tables \$850

Convention Sponsorships

Platinum Level.....\$5,000 +

Sponsor receives two free convention registrations, one free Exhibitor premium space (up to four tables), a full page ad in the convention program, one tote bag stuffer item, recognition and two tickets to attend the Awards Ceremony & Luncheon on Friday.

Gold Level \$2,500 +

Sponsor receives two free convention registrations, one free exhibitor space, a full page ad in the convention program and recognition at the Awards Ceremony & Luncheon.

Silver Level \$1,500 +

Sponsor receives one free convention registration, one free exhibitor space, a half page ad in the convention program and recognition at the Awards Ceremony & Luncheon.

Bronze Level \$500 +

Sponsor receives one free convention registration, a quarter page ad in the convention program and recognition at the Awards Ceremony & Luncheon.

Additional Opportunities

Tote Bag Stuffer (*item=flyer, brochure, pen, giveaway*) \$200 per item

Convention Program Advertisement \$100-\$250

Advertise in the final printed program with a B&W quarter, half-page and full-page ad.

Agreement Terms and Conditions:

Full payment must accompany this application. All exhibit space is subject to availability on a first-come, first-serve basis. Exhibitor requests for space assignments are given consideration but are made at the discretion of the Virginia Counselors Association (VCA). VCA reserves the right to not accept any exhibitor application without written explanation. Written confirmation will be e-mailed to exhibitors upon VCA's receipt of a signed agreement and payment.

Written notice must be sent in the event of a cancellation to the VCA office as noted below by **October 30, 2018, after which no refunds will be granted.** Any refunds are subject to a \$50.00 service charge. All exhibits are subject to hotel policies for shipping, safety regulations, and electrical requests. Arrangements and payment for any technology or electrical needs are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, the VCA, their agents, servants and employees from any and all such losses, damages and claims. Exhibits may be set-up after 6:00 p.m. on November 7, 2018 and all exhibits shall be removed by 8:00 p.m. on November 9, 2018.

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims, including without limitation, bodily injury and death, arising out of exhibitor's activities on the Hotel's premises (together "Liabilities"). Exhibitor covenants not to sue and agrees to indemnify, defend, and hold harmless the Hotel, and its parent corporation, as well as their respective trustees, directors officers, agents, servants, and employees from any and all such Liabilities. The Norfolk Hilton THE MAIN is a third party beneficiary of this indemnification.

The authorized exhibitor signature below attests agreement to the foregoing terms & conditions.

Signature of Authorizing Official

Exhibit Space(s) and Rates:

Exhibitor price includes all food served inside the exhibit hall (Thursday & Friday continental breakfast)

- One (1) 6 foot skirted, draped table — \$500.00
- Two (2) 6 foot skirted, draped tables — \$650.00
- Up to four (4) 6 foot skirted, draped tables with premium placement — \$850.00

Sponsorship & Other Opportunities:

- Bronze Convention Sponsorship — \$500.00+
- Silver Convention Sponsorship — \$1,500.00+
- Gold Convention Sponsorship — \$2,500.00+
- Platinum Convention Sponsorship — \$5,000.00+

Description of product/business for program. Please e-mail a typed description of your product/business for the convention program (100 word limit) to vcaoffice@cox.net.

For additional information: (800) 225-8103, 9:00 a.m. to 5:00 p.m. EST Monday through Friday or E-mail vcaoffice@cox.net

Please Print or Type:

Company Name for program: _____

Primary Contact: _____ E-Mail _____

Address: _____ Phone# _____

City/State/Zip: _____

Phone for Program: _____ URL for Program: _____

E-Mail for Program: _____

1. Exhibitor On-Site: _____ E-Mail _____

2. Exhibitor On-Site: _____ E-Mail _____

Will you donate a door prize or silent auction item? yes no

Enclosed is a remittance of: \$ _____

IF MAILING A CHECK, PLEASE MAKE CHECKS PAYABLE TO: VCA CONVENTION

RETURN FORM WITH PAYMENT TO:

**VCA Convention
316 Hodges Cove Road
Yorktown, VA 23692**

CREDIT CARD PAYMENT INFORMATION

Check enclosed

Charge to: ___ AMEX ___ VISA ___ MC ___ Discover



_____|_____
Account Number | Exp Date

_____|_____
Name on Credit Card | CVC#

Signature _____

Amount \$ _____

Signature of Authorized Card Holder: Cardholder acknowledges that VCA will charge the total payment shown and agrees to perform the obligations set forth in the issuer's agreement.

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