



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL INSTITUTE EXHIBIT TERMS & CONDITIONS

1. **Approval:** VJJA reserves the right to accept or reject exhibitor, sponsor and/or advertising applications based upon space limitations, relevance, appropriateness, timeliness, or other similar criteria. Participation in the program implies acceptance of the terms and conditions listed herein.
2. **Space Rental:** Each exhibit space is provided 1 - 6' x 2' skirted table and 1 chair. Requests for other items (e.g. additional chairs, electrical and/or internet access) may be available at an additional cost and must be requested and paid for at the time of original application. The availability of electrical, internet and other special requests is not guaranteed.
3. **Booth Assignment:** VJJA does not guarantee any particular booth selection and reserves the right to (a) decline or prohibit any exhibit, product or service for any reason, with or without cause, which, in their sole judgment, is not suitable to or in keeping with the character of the exhibition, or (b) relocate booth assignment, with prior notice to the exhibitor, for any reason, with or without cause. Final assignment of booths will be determined by VJJA at their sole discretion.
4. **Registration:** Exhibitors shall be required to check-in at the registration desk. Exhibitor badges will be issued and must be worn at all times. Staffing allowance is for 1 exhibitor per table. Additional staff may be added for a charge.
5. **Regulations and Standards:** (a) Solicitation by non-registered exhibitors is strictly prohibited. Firms and representatives not assigned exhibit space are prohibited from soliciting business in any form in the Exhibit Hall area. Violators will be required to leave the Exhibit Hall. (b) Subletting space is prohibited: An exhibitor may not assign, sublet or share any space allocated without the written consent of VJJA. Companies shall not exhibit nor permit to be exhibited any merchandise not a part of regular company-products unless granted permission from VJJA. An exhibitor may not permit any representative of any firm not exhibiting to solicit business or take orders in the exhibitor's space. All business activities of the exhibitor must be confined to the booth space. Conducting business activities in aisles, lobbies or other areas is strictly prohibited. Exhibitors in violation of rule will suffer sanctions affecting their ability to exhibit at future VJJA meetings. (c) Samples of products, catalogs, pamphlets, publications and souvenirs may be distributed in the Exhibit Hall provided it is done in a dignified manner, does not create a nuisance and does not interfere with adjoining exhibits. (d) Loudspeaker displays or other devices, that in the sole judgment of VJJA may be generally disruptive, are not permitted. If objections arise, the offending exhibitor may be reassigned to another booth or required to discontinue the activity altogether. (e) No exhibit may be dismantled before the official close of the conference, nor may any part of the exhibit or equipment be prematurely removed, once it has been set up, except with the permission of VJJA. (f) Exhibitors may not offer or serve food and/or beverages to conference attendees. Compliance failure with regulations may result in termination of exhibit privileges.
6. **Setup & Tear-Down Information:** Set-up will be on Wednesday, November 1, between 7:00 am and 8:30 am. Tear-down will be on Friday, November 3, at 12:00 noon. All exhibit booth/table materials, particularly drapes, curtains, table covers, etc. must be flameproof and comply with federal, state and municipal fire laws, insurance underwriter and hotel safety regulations. All packing materials and similar materials must be removed from the exhibition area upon completion of the booth installation. VJJA will review exhibit setup to ensure compliance with exhibit rules before the Exhibit hall opens.
7. **Failure to Occupy Space:** Any exhibit space that is not set up and occupied by 8:30 am on Wednesday, November 1, 2006, will be forfeited by the exhibitor, unless arrangements for delayed occupancy have been made in advance. Unless prior approval is granted, the rental payment for the unoccupied exhibit will be forfeited.
8. **Liability and Security:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising from personal injury, injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the hotel. The exhibitor shall indemnify and hold harmless VJJA, the hotel site, its agents and employees from any and all losses, damages, and claims. VJJA will not insure or indemnify exhibitors of damages of any kind. It is the exhibitor's responsibility to secure exhibit and other property during the exhibit hall hours. The exhibit hall will be locked following the close of functions.
9. **Cancellation of Space:** Cancellation of exhibit space must be in writing to: Katherine Farmer, VJJA Institute Planning Chair, c/o 14th District CSU, P.O. Box 27032, Richmond, VA 23273-7032, and postmarked on or before September 15, 2006, to receive a refund and avoid penalty. No cancellations will be accepted or refunds made after September 15, 2006.
10. **Cancellation of Exhibition:** In the event the exhibition must be cancelled, postponed or relocated because of fire, strike, govt, regulations, casualties, acts of God or other causes beyond the reasonable control of VJJA, the exhibitor waives any and all damages/claims for damages. The exhibitor agrees the sole liability of VJJA will be to return rental payments.
11. **Amendment to Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Virginia Juvenile Justice Association (VJJA) Board of Directors.
12. **Photographs:** Photographs will be taken during the event. By attending/exhibiting, you are authorizing VJJA to use your photograph in future on-line and print publications.