



2017 Virginia Aviation Conference – Exhibitor Opportunities

Thank you for considering showcasing your company in our exhibit hall at the Virginia Aviation Conference. This annual event is scheduled to take place August 15-18, 2017 at the Hotel Roanoke in beautiful Roanoke, Virginia. We hope to see you there!

The Commonwealth of Virginia has one of the best aviation programs in the nation, including funding for capital projects, maintenance, security, facilities and equipment installations and airport promotional efforts. The conference venue is top-notch and the program is structured to provide exhibitors with quality access to the conference attendees. The event typically draws airport owners and operators from throughout the state. Additionally, the conference is well-attended by airport consultants (architects, engineers, planners) and contractors who regularly work in the airport industry. Finally, representatives from the Virginia Department of Aviation, the Virginia Aviation Board and the Federal Aviation Administration are on-hand throughout the conference.

Conference Exhibitor - \$875*

The exhibit hall will be open during the following times:

Tuesday, August 15th – 8:00pm until 9:00pm

This first official event of the conference will be a “drinks & dessert” event and is designed to introduce conference attendees to the exhibit hall.

Wednesday, August 16th – 7:15am until 5:00pm

Breakfast with Exhibitors – 7:15am until 8:30am

Break with Exhibitors – mid-morning

Lunch with Exhibitors – a buffet lunch in/around the exhibit hall

Break with Exhibitors – mid-afternoon

Thursday, August 17th – 7:30am until 12:00pm

Breakfast with Exhibitors – 7:30am until 8:45am

Break with Exhibitors – mid-morning

Exhibit Hall Closes – 12:00pm

*The exhibit fee includes exhibit space and **registration for one conference attendee** (includes conference functions and Wednesday breakfast, Wednesday lunch, Wednesday Banquet and Thursday breakfast).*

**Early-bird pricing of \$775 is available through June 23rd. All payments must be received by August 4th.*

Sponsorship opportunities are also available.

Register on-line and access additional information at www.VirginiaAviationConference.com.

VIRGINIA AVIATION CONFERENCE LLC

9711 FARRAR COURT, SUITE 100
RICHMOND, VA 23236
admin@VirginiaAviationConference.com
www.VirginiaAviationConference.com



2017 Virginia Aviation Conference Exhibitor Information

Shipping

The Hotel has very specific instructions regarding advance shipment of displays. Please see page 2 of the "Vendor Technology Request Form." The shipping address is:

110 Shenandoah Ave
Roanoke, VA 24016

Set Up & Break Down

Exhibit set up will take place on Tuesday, August 15th from 3:00pm to 6:00pm.

Exhibit break down will take place on Thursday, August 17th from 12:00pm to 2:00pm.

Exhibit Space

Each exhibit space will include one 6-foot draped table. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity, phone lines and/or internet service can be arranged individually by filling out the "Vendor Technology Request Form" and submitting directly to the hotel.

Exhibit Space Assignment/Exceptional Requests

Exhibit spaces will be assigned by the conference exhibit coordinator. If your display has any special requirements (high power usage, large project demonstrations, etc.), please notify the exhibit coordinator by August 2, 2016.

Restrictions

Nothing shall be posted, nailed, screwed or otherwise attached to the walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Security

The exhibit area is in a room that is accessible to the public and will not be locked during the day. Exhibitors are advised to use caution and not leave valuables unattended in the exhibit area. The Virginia Aviation Conference LLC or The Hotel Roanoke will not be responsible for lost or stolen items.

Exhibit Coordinator

The Virginia Aviation Conference LLC is the conference operator. Alan McDonald is coordinating the exhibitors for the 2017 conference. Contact information: Alan.McDonald@rsandh.com or 703-549-2472 x 3803.



THE HOTEL ROANOKE & CONFERENCE CENTER

VENDOR TECHNOLOGY REQUEST FORM
Virginia Aviation Conference 8/15-8/18 2017

Total number of days: _____

Vendor Name: _____ Vendor Booth Number: _____

Contact Phone Number: _____

Equipment	Quantity Required	Cost Each Day	Total Cost (no. x cost x days)
Power Strip		\$15.12	
110 Outlet		\$63.00	
208 / 220 Outlet		\$189.00	
Power Box: (4) 110 Outlets and (1) 220 Outlet		\$252.00	
220 Pigtail (200 Amp)		\$630.00	
Additional Electrical as quoted by Engineer			
Telephone with Line (Local & Toll Free calls only)		\$52.50	
Modem Line (Local & Toll Free calls only)		\$52.50	
<i>Wireless Internet access can be purchased on-site with a major credit card via web interface. Select Internet access levels from below <u>only</u> if paying by check.</i>			
Wired Internet Access (Dedicated Public IP T1 Access-- needed for some VPNs and video)		\$157.50	
Wired Internet Access (Shared T1 Access)		\$52.50	
Wireless Internet Access (Shared T1 (1.544Mbps) Access)		\$36.75	
Wireless Internet Access (Shared 512k up 512k down, Public IP/ needed for some VPNs and video)		\$16.32	
Wireless Internet Access (Shared 256k up 512k down, Private IP)		\$12.54	
5'-8' Tripod Screen		\$36.75	
32" LCD TV (limited availability)		\$157.50	
47" LCD TV (limited availability)		\$210.00	
50" Plasma Monitor (limited availability)		\$262.50	
32" LCD TV w/DVD Player		\$210.00	
Laptop with Internet Access (limited availability)		\$183.75	

Vendor charges are for the full event time and inclusive of tax and service fee. All charges must be paid in advance by check or credit card. All items are subject to availability. Many special requests can be filled. Please call our Business Center at 540-853-8242 or send email to bcenter@hotelroanoke.com with any questions or needs.

Complete the following and fax this form to 540-853-8231 or mail check and this form to:

The Hotel Roanoke & Conference Center

Attn: Accounts Receivable, 110 Shenandoah Ave. Roanoke, VA 24016

Name, as it appears on the card: _____
(PLEASE PRINT)

Circle Credit Card Type: MasterCard / VISA / AMEX / DISCOVER Other: _____ **Expiration Date:** _____

Credit Card Account Number: _____

Phone Number: _____ **Fax Number:** _____

I, as the client, request that The Hotel Roanoke & Conference Center charge my credit card listed above for the above items.

Amount: \$ _____

Authorized Signature (must be same as imprinted on credit card)

Date

POLICIES AND PROCEDURES

1. Shipments: Please consult your vendor guidelines supplied by the conference for shipping information. If shipments are to be made to the hotel, they will not be accepted more than three (3) days prior to conference. Please ensure the following information appears on the outside of each parcel:
 - Name of Conference
 - Senders Name / Phone Number
 - Organization name as listed with conference vendor registration
 - Your on-site contact or receiver of parcel(s)
 - Number of parcels per delivery
 - Booth Number (if known)
2. Additional Usage: Any additional electrical or equipment used on site will be charge accordingly to the credit card provided. In addition, you will be responsible for any damages to hotel property or other vendor(s) property should you or your agent misuse or overload electrical connections.
3. Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees. Any items left after the exhibit hall teardown is not the responsibility of the hotel and will be discarded.
4. Indemnity: As an exhibitor, you assume entire responsibility and herby agree to protect, indemnify, defend and save The Hotel Roanoke & Conference Center, it's owners, employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by your installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding and such liability caused by the sole negligence of The Hotel Roanoke & Conference Center, it's owners, employees and agents. In addition, you acknowledge The Hotel Roanoke & Conference Center does not maintain insurance covering your property and that it is your sole responsibility to obtain business interruption and property damage insurance covering such losses.
5. Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such as manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated. Displays or equipment may not be placed in the path of emergency fire gates or doors.
6. Parking: Trucks and vehicles may be **temporarily** parked at conference center entrance and must be removed as soon as they are emptied. Prior approval must be arranged through our Receiving Department for any loading dock usage. Outdoor display items must have prior approval; please contact the hotel contact listed below.
7. Moving Equipment: The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
8. Package Pick-Up: All delivery/pick-up schedules for packages for the shipping company must be arranged with the hotel's shipping and receiving department prior to your departure. The hotel is not responsible for parcels left behind without prior arrangements made.

Authorized Signature: _____

Date: _____

FAX OR EMAIL COMPLETED FORM TO:

540-853-8242 or bcenter@hotelroanoke.com

Checks can be mailed to:

The Hotel Roanoke & Conference Center;

110 Shenandoah Ave; Roanoke, VA 24016; Phone: 540.853.8229