

## VIRGINIA AVIATION CONFERENCE LLC

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



### 2018 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 14-17, 2018 at The Main in downtown Norfolk, 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.

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#### Conference Exhibitor - \$875\*

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*The exhibit hall will be open during the following times:*

##### **Tuesday, August 14th**

*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 15th**

*Breakfast with Exhibitors  
Morning Break with Exhibitors  
Lunch with Exhibitors  
Afternoon Break with Exhibitors*

##### **Thursday, August 16th**

*Breakfast with Exhibitors  
Morning Break with Exhibitors  
Exhibit Hall Closes at conclusion of lunch*

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

*\*Early-bird pricing of \$775 is available through June 8th. Pricing increases to \$1,000 after July 27, 2018*

Sponsorship opportunities are also available.

Register on-line and access additional information at [www.VirginiaAviationConference.com](http://www.VirginiaAviationConference.com).

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### 2018 Virginia Aviation Conference Exhibitor Information



#### Shipping

The Hotel has very specific instructions regarding advance shipment of displays. Please see the "Exhibitor Shipping and Receiving" section of the Convention Services/Catering Service Order included in this packet (pages 3 and 4).

#### Set Up & Break Down

Exhibit set up will take place on Tuesday, August 14th from 3:00pm to 6:00pm.

Exhibit break down will take place on Thursday, August 16th from 11:00am to 12:00pm.

#### 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 completing the "Electrical and Shipping Requests" portion of this packet (page 4).**

#### 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 July 27, 2018.

#### 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 MAIN will not be responsible for lost or stolen items.

#### Exhibit Coordinator

The Virginia Aviation Conference LLC is the conference operator. Steve Lambert is coordinating the exhibitors for the 2018 conference. Contact information: [slambert@tbiric.com](mailto:slambert@tbiric.com) or (804) 768-6878.



## Exhibitor Shipping and Receiving Convention Services/Catering Service Order

**Conference Name:** Virginia Aviation Conference

**Dates:** Monday, August 13, 2018 - Sunday, August 19, 2018

The Hotel requires that arrangements for delivery of packages be made through the Convention Services Department. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from Hotel. Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at Hotel. Any alternate arrangements are to be approved by Hotel Representative. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC). Any materials being sent to the Hotel must include the following information:

- Hold for Arrival – Attn: (Guest's Name / Organization Name / Conference Name)
- Complete return address
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to hotel as follows:  
Hilton Norfolk The Main, 100 East Main Street, Norfolk, VA 23510

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs.                      \$3.00 per item
- 21 to 99 lbs.                    \$10.00 per item
- 100+ lbs.                        \$20.00 per item
- Palette                         \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group's Hotel representative for details. Due to limited storage space, additional storage charges will be applied to packages stored more than **three (3) business days**.

**Payment:** Total Charges \_\_\_\_\_ + \$25.00                      Late Fee (See Above) = \$ \_\_\_\_\_

**Note:** There will be a 6% tax on the total amount and 22% Service Charge

**TOTAL AMOUNT DUE WITH TAX: \$ \_\_\_\_\_**



**Electrical and Shipping Requests  
Convention Services/Catering Service Order**

**Credit Card Authorization Form**

**Conference Name:** Virginia Aviation Conference

**Dates:** Monday, August 13, 2018 - Sunday, August 19, 2018

Date: \_\_\_\_\_

Dear Management:

I, the undersigned, authorize the Hilton Norfolk The Main, to charge the below amount to my credit card

# \_\_\_\_\_ Expiration Date \_\_\_\_\_.

**TOTAL AMOUNT DUE WITH TAX: \$** \_\_\_\_\_

Company Name: \_\_\_\_\_

**\*Please return this form along with a photocopy of the front and back of your credit card.\***

**\*Your Credit Card will be processed at the time we receive the information.\***

Card Holder's Signature: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please Return To: Ayanna Osouna  
Catering and Convention Services Assistant  
Hilton Norfolk The Main  
100 East Main Street  
Norfolk, VA 23510  
Phone (757) 763-6200  
Fax: (757) 763-6299  
Email: [Ayanna.Osouna@themainnorfolk.com](mailto:Ayanna.Osouna@themainnorfolk.com)