VIRGINIA VETERINARY MEDICAL ASSOCIATION

VIRGINIA VETERINARY Conference

The Hotel Roanoke & Conference Center

EXHIBITOR & SPONSOR INFORMATION
ELIGIBILITY
Products and services to be exhibited are to be listed on the Contract for Exhibit Space; no other products or services may be exhibited. The VVMA reserves the right to determine the eligibility of any company, product, or part thereof, which in its opinion is not in keeping with the character and purpose of the exhibit. Products, materials, equipment, data and services must be applicable to veterinary medicine. Biological products require a USDA license. Information contained in the exhibit and in advertising literature or pamphlets must conform to approved labeling.

SPACE/CONSTRUCTION/ARRANGEMENTS
The VVMA reserves the right to relocate space as may be necessary for the benefit of all concerned. However, no change in space assignment will be made after space reservation has been confirmed without consultation. All exhibits must be confined to the spatial limits of their respective table(s). No part of the display may be higher than 8 feet. The back one-half of the rented spaces may be occupied from the floor up to a height of four feet, with the exception of equipment, which may exceed the four-foot height limit, but may not be higher than eight feet. The aisles are the common property of all exhibitors and must not be obstructed at any time; therefore, each exhibitor has a responsibility to assure the proper flow of traffic through the entire Exhibit Hall. An exhibitor occupying multiple table spaces directly across the aisle from each other is prohibited from bridging the aisle as part of the exhibit or from using any floor covering in the aisle other than that furnished by the Association.

SUBLETTING SPACE
Exhibitors shall not assign or sublet any space allotted to them and not advertise goods other than those manufactured or sold by them in the regular course of business except upon permission from the VVMA. No two companies are allowed to share one booth space. No sign or courtesy card is to be displayed for any equipment for demonstration purposes unless the supplier of such equipment is also the exhibitor.

2024 OFFICIAL SUPPLIERS
DECORATOR & FREIGHT—Hollins Exposition Services, PO Box 7001, Roanoke, VA 24019 | (540) 362-3940
ELECTRICAL & SHIPPING—The Hotel Roanoke & Conference Center; forms will be provided by the VVMA. Payment and completed form is to be sent to the Hotel Roanoke contact on the form.
SETUP: Thursday, February 22, 2024 | 3:00pm–10:00pm
BREAK DOWN: Saturday, February 24, 2024 | 1:30pm
EXHIBITOR HOURS: Friday, February 23, 2024 | 7:30am–5:40pm and Saturday, February 24, 2024 | 7:30am–1:30pm

INATLLATION & DISMANTLING
If erection of any exhibit has not started by 8:00 a.m. on Friday, February 23, no installation work will be permitted without VVMA permission. All equipment must be removed from the exhibit area by 2:00pm, Saturday, February 24, 2024. Exhibit material remaining in the Exhibit Hall after that time will be removed at the expense of the exhibitor.

DELIVERY & LABOR
Exhibitors assume full responsibility for shipping. Shipments will not and cannot be received at The Hotel Roanoke prior to Monday, February 19, 2024. The Hotel Roanoke may charge storage fees for items shipped directly.

ELECTRICITY
The Electrical Service Contract will be provided with other materials upon receipt of exhibit contract. The Exhibitor pays the hotel directly for any electrical fees.

FIRE DEPARTMENT REGULATIONS
All exhibits and materials must comply with the fire ordinance of the Fire Department of Roanoke, VA. All donations, draperies, table covers, etc. must stand a flameproof test as prescribed by said ordinance. No combustible decorations shall be used at any time. All flammable fluids are to be kept in safety containers. All packing, excelsior, and wrapping paper (which must be flameproof) are to be removed from the floor and must not be stored under tables or behind displays.

LIABILITY & THEFT
The Electrical Service Contract will be provided with other materials upon receipt of exhibit contract. The Exhibitor pays the hotel directly for any electrical fees.

CARE OF BUILDING
The Electrical Service Contract will be provided with other materials upon receipt of exhibit contract. The Exhibitor pays the hotel directly for any electrical fees.

CONDUCT
Exhibitors will be expected to comply with the rules and ethics of the VVMA. Any undignified solicitation on the part of any exhibitor should be reported. The VVMA reserves the right to close any exhibit that conducts its solicitations in an objectionable manner or infringes upon the rights and privileges to other exhibitors. No sound-making or other equipment may be set-up in the exhibit booth, which causes annoyance to other exhibitors. Hospitality suites, group entertainment functions, prize contests, drawings, lotteries and the dispensing of foods or beverages by individual exhibitors will not be allowed. Activities of each exhibit must be confined to the allotted exhibit space. It is not permitted to hold a demonstration on the aisle line if you expect many people to congregate at one time. Exhibitors should alert management of any irregularities observed in the Exhibit Hall.

NAME BADGES
Name badges are mandatory for entry into the exhibit hall. Badges are not transferable and management reserves the right to limit the quantity and to confiscate badges used by any person other than the one for whom it was issued. Two badges per booth will be issued. Additional badges may be purchased for $135.00/badge.

INSURANCE
Exhibitors desiring to insure themselves against property loss, damage, or liability for personal injury, must do so at their own expense.

ADVERTISING
The Association reserves the right to refuse to permit distribution of souvenirs, advertising or printed matter or anything else which it may consider objectionable. Distribution elsewhere than from within an exhibitor’s space is forbidden.

*CONTRIBUTIONS OR GIFTS TO VVMA ARE NOT TAX DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS FOR FEDERAL INCOME TAX PURPOSES
## SPONSOR OPPORTUNITIES

Your sponsorship funds ensure registration rates are affordable for attendees and allows VVMA’s committees to seek the latest and greatest speakers!

### Platinum | $12,000
- 2 complimentary booth spaces
- First choice of booth location
- 8 representative name badges
- Full page advertisements in 2 issues of VVMA’s newsletter
- Recognition in all pre and post-conference materials & on VVMA’s website
- A “Platinum Sponsor” flag to highlight your booth

### Gold | $8,000
- 2 complimentary booth spaces
- 4 representative name badges
- Full page advertisement in 1 issue of VVMA’s newsletter
- Recognition in all pre and post-conference materials & on VVMA’s website
- A "Gold Sponsor" flag to highlight your booth

### Silver | $5,500
- 1 complimentary booth space
- 2 representative name badges
- ½ page advertisement in 1 issue of VVMA’s newsletter
- Recognition in all pre and post-conference materials & on VVMA’s website
- A “Silver Sponsor” flag to highlight your booth

### Bronze | $3,500
- 1 discounted (50%) booth space
- 2 representative name badges
- Recognition in all pre and post-conference materials & on VVMA’s website
- A "Bronze Sponsor" flag to highlight your booth

### I WANT TO BE A SPONSOR!

- [ ] Platinum  |  Company Name: ________________________________
- [ ] Gold       |  Representative Name: ________________________________
- [ ] Silver     |  Email: ________________________________
- [ ] Bronze     |  Phone: ________________________________

*Sponsoring? Please submit the enclosed exhibitor contract in addition to this form.*
EXHIBITOR & SPONSOR CONTRACT

VIRGINIA VETERINARY CONFERENCE | FEBRUARY 22-24, 2024

EXHIBIT FEE $875  
ON OR BEFORE DECEMBER 29, 2023

EXHIBIT FEE $975  
AFTER DECEMBER 29, 2023

EXHIBIT FEE INCLUDES:
- One 6x8ft booth with fireproof drapes & aluminum tubing
- One 6ft draped table & two chairs
- Two name badges to include conference meals & receptions
- 7” x 44” sign with company name
- General overhead lighting & carpeted exhibit hall
- Attendee lists (pre and post conference)

SUBMIT CONTRACTS TO:
Email: Samantha Teunis
admin@vvma.org
Mail: VVMA
3801 Westerre Pkwy, Suite D
Henrico, VA 23233
Fax: (804) 346-2655

2024 Industry Council members receive a $50 discount off booth price!

Application is hereby made for assignment of booth display of merchandise and services at the meeting of the Virginia Veterinary Medical Association (VVMA) to be held at The Hotel Roanoke, Roanoke, Virginia, February 22-24, 2024. It is agreed that full payment must accompany the signed contract in order to reserve space. Requests for specific booth location cannot be guaranteed. Booth placement is determined by the VVMA Industry Council.

Upon receipt of a completed contract, VVMA will send electrical contracts & additional information to the contact name listed on the form. Electrical must be arranged and paid by exhibitor to The Hotel Roanoke. Once all exhibit space is filled, VVMA has the right to return fees to potential exhibitor.

IT IS FURTHER AGREED THAT:
- No refunds will be made for exhibit space canceled after December 29, 2023.
- Exhibit space not claimed and occupied by 8:00 am on February 23, 2024, may be canceled or reassigned without refund.
- Relocation in another space of equivalent area will be accepted should such location become necessary or advisable in the judgment of the VVMA.
- The exhibitor agrees to abide by the Rules and Regulations for Exhibitors outlined on Page 2, which shall be considered as part of this contract and fully binding hereafter. These rules and regulations are to be considered as part of all space contracts. The VVMA reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not cover.

By signing and submitting this form, your company representative agree to follow ALL Hotel Roanoke and VVMA Guidelines.

Company Information

Company Name: ___________________________  Type of Product/Services: ___________________________
(list company name as you want displayed on conference materials)

Contact Name: ___________________________  Email: ___________________________

Address: ___________________________  City: ______________  State: __________  Zip: __________

Please list competing companies:

Signature (Required) ___________________________  Date __________

Name Badges

*2 name badges are included with your booth fee* Exhibitors may purchase additional badges for $135/badge, payable in advance!

1st Full Name: ___________________________
Nickname for badge: ___________________________

2nd Full Name: ___________________________
Nickname for badge: ___________________________

If you would like to purchase additional badges, please email the additional name(s) to Samantha Teunis at admin@vvma.org

Payment Information

Make checks payable to: VVMA | 3801 Westerre Pkwy, Suite D, Henrico, VA 23233

Credit Cards Accepted: VISA, Mastercard, Discover & American Express

Card #: ___________________________
Name on Card: ___________________________
Expiration Date: ___________________________
CVV #: ___________________________
Billing Zip Code: ___________________________

Signature: ___________________________

*Also payable by credit card via online payment invoice/link!* Email Sam at admin@vvma.org
The VVMA Industry Council seeks to establish and enhance open communication between members of the association and industry representatives.

Industry Council Membership is $100/year and includes:

- Recognition on VVMA’s website
- Receive quarterly digital newsletters
- Weekly email updates with current information to better serve your clients
- Preferential booth placement at the annual Virginia Veterinary Conference