

**Vietnam Veterans of America
8605 Cameron Street
Suite 400-VC
Silver Spring, MD 20910
800-882-1316**

February 18, 2009

Dear State Council/Chapter Presidents and Exhibitors:

Thank you for your interest in exhibiting at the Vietnam Veterans of America 2009 National Convention in Louisville, KY. Enclosed is an exhibitor application packet.

VVA's 2009 National Convention will be held at the GALT HOUSE Hotel & Suites, Louisville, KY, from 27 July 2009 – 2 August 2009.

If, after reviewing the enclosed, you are interested in exhibiting at our National Convention, please mail your completed application form with your payment to my attention, at the above address.

Due to limited space, applications may **not** be accepted after June 30, 2009.

If you have any questions about the exhibitor packet or the National Convention itself, please call me at (301) 585-4000, ext 156 or 1-800-882-1316.

I hope to see you at our National Convention.

Eileen Mitchell
Director

Encl. Exhibit application packet

**VVA 2009 NATIONAL CONVENTION
GALT HOUSE Hotel & Suites
Louisville, KY**

27 July 2009 – 2 August 2009

EXHIBITOR INFORMATION

At the VVA 2009 National Convention, VVA provides space for commercial firms, government agencies, VVA state councils and VVA chapters, and others to market and/or sell their products and services, or display materials and information, which could benefit VVA's members. Past exhibitors have included travel agencies, veteran-related publications, insurance agencies, VVA's Veterans Collectibles™, Department of Veterans Affairs and HUD agencies, VVA chapters and state councils, and others.

Limited space is available again this year at the National Convention.

Over 800 participants are expected at the VVA 2009 National Convention.

This meeting is a great opportunity to reach an exciting segment of the population with information, products, and services.

Exhibitor set-up is Monday morning, 27 July from 9:00 am to 2:00 pm, and tear down is Saturday afternoon 2 August from 12:00 pm to 2:00 pm. Each exhibit space consists of one 6' table and tablecloth. Special equipment and electrical needs must be arranged with the GALT HOUSE Hotel & Suites. Exhibitors are also responsible for any expense associated with any other needs. Set-up and teardown are also the responsibility of the exhibitor. (See attached sheet).

VVA's exhibitor fee schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire VVA 2009 National Convention. Space is limited and is available on a first come, first served basis.

For further information, please contact: Eileen Mitchell or visit our website @ www.vva.org, scroll down to "events" below the photo and click on National Convention on the left side.

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2009 EXHIBIT FEES AND SCHEDULE

Please note: VVA reserves the right to accept or deny any application for exhibit space and is solely responsible for determining the type of exhibit fees applicable to an exhibitor. **ASSIGNMENT AND PLACEMENT OF EXHIBIT SPACE IS THE SOLE RESPONSIBILITY OF VVA.** The daily hours given on the next page represent the earliest and latest times that the exhibit hall will be open for attendees.

<u>Exhibitor Type</u>	<u>Single Table</u>	<u>Each Additional Table</u>
A. VVA National committees/ task forces, and other groups nationally endorsed by VVA, <u>displaying information only</u> (Limited space available)	\$125	No additional tables
(VVA National Committees and Task Forces, and nonprofit groups specifically endorsed by the VVA National Board of Directors, VVA National Committees that wish to only display information about their legitimate programs and service, not sell any products or services.)		
B. VVA affiliate (AVVA, State Councils and Chapters) marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$200	\$100
(VVA chapters and state councils—affiliate organizations that sell products and services, <u>ALL</u> proceeds of which are placed in chapter or state council treasury, to be used in the pursuit of legitimate VVA programs.		
C. Nonprofit groups with an affinity to or endorsed by VVA, marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$300	\$100
D. Commercial vendors marketing and/or selling products and services	\$1000	\$200
(Commercial vendors marketing and/or selling products and services—includes all vendors whose primary business is to make a profit selling or marketing products or services.)		

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EXHIBIT SCHEDULE

SET UP:
EXHIBITS OPEN:

Monday	July 27, 2009	9:00 a.m. – 2:00 p.m.
Tuesday	July 28, 2009	9:00 a.m. – 6:00 p.m.
Wednesday	July 29, 2009	11:00 a.m. – 6:00 p.m.
Thursday	July 30, 2009	8:30 a.m. – 6:00 p.m.
Friday	July 31, 2009	8:30 a.m. – 6:00 p.m.
Saturday	August 1, 2009	9:00 a.m. – 12:00 p.m. (note 1)

* Times subject to change depending on traffic and the will of the vendors.

* (Teardown immediately following 12:00 p.m. – 2:00 p.m.)

Notes: (1) The exhibit area **must** be cleared by 2:00 p.m. on Saturday, August 1, 2009. No extension in time will be allowed.

(2) For security reasons, NO WEAPONS will be allowed for either sale or personal use within the Exhibitor Area.

(3) Exhibitors are solely responsible for manning their respective tables. At no time will Vietnam Veterans of America, be responsible for loss or theft of exhibitor area/tables and its contents.

(4) Under no circumstance will smoking be allowed in the exhibit area.

(5) Under no circumstance will signage or merchandise be allowed to be displayed on the walls.

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EXHIBITOR AGREEMENT

1. **Contract.** This application for exhibit space constitutes a valid and binding contract when (a) the applicant (Exhibitor) executes it and pays Vietnam Veterans of America, Inc. (VVA) in advance for exhibit space as set forth in the attached rate schedule, and (b) VVA provides the Exhibitor with written acceptance of the application and notification that VVA has reserved space(s) for the Exhibitor at the VVA 2009 National Convention.
2. **Exhibit Space Reserved.** VVA's reservation of space for the Exhibitor at the VVA 2009 National Convention shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from VVA, (a) sublet, license, or assign the exhibit space to another organization or individual, or (b) permit another organization or individual to use the exhibit space.
3. **Product Restrictions.** The Exhibitor agrees not to display or sell any items that VVA deems inappropriate. VVA will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, VVA will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately.
4. **Nature of Exhibits.** Exhibits are limited to those detailed on the attached application form. The Exhibitor agrees not to display, sell, market, and/or distribute items that VVA considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of VVA, whether or not indicated on the application form.
5. **Exhibits and Public Policy.** While participating as an exhibitor at the VVA 2009 National Convention, the Exhibitor is accountable for knowledge of all local pertinent laws, ordinances and regulations pertaining to health, fire prevention, public safety, city/state business fees, and sales/use taxes. Compliance with such laws is the sole responsibility of the Exhibitor. VVA and service contractors are not responsible for compliance with legal requirements concerning an Exhibitor's space, materials, and operation. If the Exhibitor has questions regarding laws, ordinances, and regulations related to exhibiting and selling in the city of Louisville, KY the Exhibitor should contact the appropriate city, county, or state agencies.
6. **Exhibits and Hotel Policy.** The Exhibitor agrees to protect, save and hold GALT HOUSE Hotel & Suites, VVA, and all their agents and employees (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Indemnities against any losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury, or other occurrence, to any person(s), including Exhibitor, its agent, employees and business invites, which arise from or out of the exhibition, premises, the hotel or any related part. **No smoking is allowed in the Exhibit area. At no time will anything be allowed to be displayed on the walls.**

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7. **Security and Insurance.** The Exhibitor understands and agrees that all the Exhibitor's property is under his/her custody and control, whether in transit to, within, or from the confines of the National Convention Center and is subject to the rules and regulations of the exhibit area, the VVA 2009 National Convention. The Exhibitor may wish to consider carrying appropriate insurance to cover the Exhibitor's property against damage and loss, and public liability insurance against injury to an individual and the property of others. The Exhibitor shall take all precautions to see that the Exhibitor's materials, products, and equipment are secured at all times.

8. **Losses and Damage.** The Exhibitor agrees that VVA is not liable for any damage, loss, or liability of any kind, or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the Exhibitor or any other person. The Exhibitor will defend, indemnify, and hold harmless VVA from any liability on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by an Exhibitor or its employees or representatives.

9. **Demonstrations.** No demonstrations or solicitations shall be permitted outside of Exhibitor's assigned space. The Exhibitor may not place signs or placards anywhere, or on anyone, outside of Exhibitor's assigned exhibit space, without VVA's written approval.

10. **Management.** The Exhibitor agrees (a) that the rules, and regulations of VVA 2009 National Convention management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulations; (c) that VVA 2009 National Convention management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, VVA "authorization" or VVA "approval" means authorization or approval by the VVA 2009 National Convention management.

11. **Acceptance.** As an Exhibitor at the VVA 2009 National Convention, I agree to abide by all rules and regulations governing the exhibit area and the VVA 2009 National Convention. Acceptance of this application by VVA and notification that VVA has reserved space(s) for the Exhibitor at the VVA 2009 National Convention constitute a contract between the Exhibitor and VVA for exhibit space at the VVA 2009 National Convention.

Signature of Exhibitor _____

Date _____

Signature of VVA _____

Date _____

