

**Vietnam Veterans of America &
Associates of the Vietnam Veterans of America
8719 Colesville Road
Suite 100
Silver Spring, MD 20910
800-882-1316**

February 2, 2012

Dear State Council/Chapter Presidents and Exhibitors:

Thank you for your interest in exhibiting at the Vietnam Veterans/Associates of the Vietnam Veterans of America 2012 National Leadership Conference in Irving, TX. Enclosed is an exhibitor application packet.

VVA/ AVVA's 2012 National Leadership Conference will be held at the Omni Mandalay Hotel, Irving, TX, from 7 August 2012 – 11 August 2012. Set up for vendors will start Monday August 6th. Exhibit area opens Tuesday Aug 7th.

If, after reviewing the enclosed, you are interested in exhibiting at our National Leadership Conference, 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 July 15, 2012.

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

I hope to see you at our 2012 National Leadership Conference.

Eileen Mitchell
Director

Encl. Exhibit application packet

VVA/AVVA 2012 NATIONAL LEADERSHIP CONFERENCE
Omni Mandalay Hotel
221 East Las Colinas Boulevard
Irving, Texas 75039

7 August 2012 – 11 August 2012

EXHIBITOR INFORMATION

At the VVA/AVVA 2012 National Leadership Conference, VVA/AVVA provides space for commercial firms, government agencies, VVA state councils and VVA/AVVA chapters, and others to market and/or sell their products and services, or display materials and information, which could benefit VVA/AVVA's members. Past exhibitors have included travel agencies, veteran-related publications, insurance agencies, Medals of America, Department of Veterans Affairs and HUD agencies, VVA/AVVA's chapters and state councils, and others.

Limited space is available again this year at the National Leadership Conference.

Over 400 participants are expected at the VVA/AVVA 2012 National Leadership Conference.

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

Exhibitor set-up is Monday afternoon, 6 August from 12:00 pm to 5:00 pm, and tear down is Saturday afternoon 11 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 Omni Mandalay Hotel. 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).

The exhibitor fee schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire VVA/AVVA 2012 National Leadership Conference. Space is limited and is available on a first come, first served basis. Pipe and Drape will be provided for each exhibit booth.

For further information, please contact: Eileen Mitchell, 1-800-882-1316 ext 156 or visit our website @ www.vva.org, scroll down and click on the National Leadership Conference logo.

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2012 EXHIBIT FEES AND SCHEDULE

Please note: VVA/AVVA 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/AVVA.** 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</u>
A. VVA/AVVA National committees	\$125	No
B. Other groups nationally endorsed by VVA/AVVA, <u>displaying information only</u> (Limited space available)	\$125	No

(VVA National Committees and nonprofit groups specifically endorsed by the VVA National Board of Directors, that wish to only display information about their legitimate programs and service, not sell any products or services.)

C. VVA/AVVA affiliate (State Councils and Chapters) marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$200	\$100
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(VVA/AVVA chapters and state councils—affiliate organizations that sell products and services, ALL proceeds of which are placed in chapter or state council treasury, to be used in the pursuit of legitimate VVA programs.)

D. Nonprofit groups with an affinity to or endorsed by VVA/AVVA, marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$250	\$100
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E. Commercial vendors marketing and/or selling products and services	\$500	\$100
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(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:	Monday	Aug 6, 2012	12:00 p.m. – 5:00 p.m.
EXHIBITS OPEN:	Tuesday	Aug 7, 2012	9:00 a.m. – 5:00 p.m.
	Wednesday	Aug 8, 2012	11:00 a.m. – 5:00 p.m.
	Thursday	Aug 9, 2012	9:00 a.m. – 5:00 p.m.
	Friday	Aug 10, 2012	9:00 a.m. – 5:00 p.m.
	Saturday	Aug 11, 2012	9:00 a.m. – 12:00 p.m. (note 1)

*** (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 11, 2012.

No extension 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 VVA/AVVA, 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/AVVA) in advance for exhibit space as set forth in the attached rate schedule, and (b) VVA/AVVA provides the Exhibitor with written acceptance of the application and notification that VVA has reserved space(s) for the Exhibitor at the VVA/AVVA 2012 National Leadership Conference.
- 2. Exhibit Space Reserved.** VVA/AVVA's reservation of space for the Exhibitor at the VVA/AVVA 2012 National Leadership Conference shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from VVA/AVVA, (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/AVVA deems inappropriate. VVA/AVVA will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, VVA/AVVA 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/AVVA considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of VVA/AVVA, whether or not indicated on the application form.
- 5. Exhibits and Public Policy.** While participating as an exhibitor at the VVA/AVVA 2012 National Leadership Conference, 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/AVVA 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 Irving, TX the Exhibitor should contact the appropriate city, county, or state agencies.
- 6. Exhibits and Hotel Policy.** The Exhibitor agrees to protect, save and hold Omni Mandalay Hotel, VVA/AVVA, 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 exhibit 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.**

EIL/AVVA 2012 NATIONAL LEADERSHIP CONFERENCE
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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 Omni Mandalay Hotel and is subject to the rules and regulations of the exhibit area, the VVA/AVVA 2012 National Leadership Conference. 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/AVVA 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/AVVA 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/AVVA's written approval.

10. Management. The Exhibitor agrees (a) that the rules, and regulations of VVA/AVVA 2012 National Leadership Conference management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulations; (c) that VVA/AVVA 2012 National Leadership Conference management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, VVA/AVVA "authorization" or VVA/AVVA "approval" means authorization or approval by the VVA/AVVA 2012 National Leadership Conference management.

11. Acceptance. As an Exhibitor at the VVA/AVVA 2012 National Leadership Conference, I agree to abide by all rules and regulations governing the exhibit area and the VVA/AVVA 2012 National Leadership Conference. Acceptance of this application by VVA/AVVA and notification that VVA/AVVA has reserved space(s) for the Exhibitor at the VVA/AVVA 2012 National Leadership Conference constitute a contract between the Exhibitor and VVA/AVVA for exhibit space at the VVA/AVVA 2012 National Leadership Conference.

Signature of Exhibitor _____

Date _____

Signature of VVA/AVVA _____

Date _____

