

**NOTE: You must also complete and return the enclosed remittance form.**

## **CONDITIONS FOR EXHIBIT SPACE CONTRACT**

1. **CONTRACT FOR SPACE: There will not be piping and draping in the exhibit hall due to space limitations. Exhibit space will be 8' wide and 6' deep.** This contract for space and formal notice of assignment by the Virginia Association of School Business Officials and the full payment of rental fees constitute a contract for the right to use assigned space.
2. **CANCELLATIONS:** A full refund will be made by VASBO for cancellation of exhibit space contracts received in the VASBO office prior to April 28, 2008. No refunds will be made for cancellations after April 28, 2008.
3. **INSTALLING AND DISMANTLING:** Exhibitors may set up their exhibits on Sunday, May 11, 2008 from 2:00 to 5:00 p.m. All exhibits must be completely set up and ready for the exhibit area to be opened on Sunday, May 11, 2008 at 6:30 p.m. All materials and equipment must be removed from the exhibit hall by 5:30 p.m., Monday, May 12, 2008.
4. **USE OF SPACE:** All demonstrations or other sales activities must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the space allocated without the knowledge and consent of the VASBO vendor chairman. Displays shall not be placed in such a manner as to interfere with other exhibits. The Virginia Association of School Business Officials reserves the right to exclude from exhibition any or all literature, illustrations, materials, or products that in its judgment is not consistent with proper decorum of the educational exhibits.
5. **NOISEMAKING EXHIBITS:** Exhibits which include the operation of musical instruments, radios, talking motion, picture equipment, public address systems, or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.
6. **LIABILITY:** Responsibility for liability insurance is that of each individual exhibitor. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his agents and employees, the headquarters hotel, the Virginia Association of School Business Officials, and the employees of each such organization for loss, theft, damage or destruction of goods, or from any injury to himself or employees while in the exhibition or for any damage of any nature or character.
7. **FIRE PROTECTION:** No flammable fluids, substances, or materials of any nature, including decorative materials that are not flameproof, may be used in the booth. Electrical wiring must conform to national Electrical Code Safety Rules. Local fire regulations must be complied with.
8. **ACCOMODATIONS:** Guest rooms will be available for conference participants at the Host Hotel. Contact the hotel (757-213-3000) directly to make your reservations. Room rates are single \$149 per room per night single/double occupancy, plus tax if reserved by April 10, 2008. When making reservations, please identify yourself as a **VASBO conference participant**. Reservation form enclosed.