

FREIGHT:

All freight deliveries should be worked out with the Exhibit Manager. For exhibitors planning to ship display units and large quantities of materials in advance of the conference, VASSP is coordinating efforts with the Renaissance Portsmouth-Norfolk Waterfront Hotel for your convenience.

SECURITY:

VASSP will arrange for reliable security to supervise crowds, control traffic flow and maintain security in the Exhibit Area when required. Each individual company is responsible for the security of its booth(s) during scheduled exhibit hours. All persons entering the Exhibit Area must be registered for the conference and must wear an identification badge provide by VASSP.

COMMERCIAL ASSOCIATE MEMBERS:

VASSP Associate Members pay \$500 annual dues. Associate members will be posted on the VASSP website. An additional \$1,000 will be required to include the company logo. Companies interested in becoming members should check the appropriate box on their exhibit contract.

GIVEAWAYS:

Each exhibitor is invited to participate in the numerous drawings by donating a prize of at least \$50 in value. You will be given promotional credit on the conference app and in the email blasts that are mailed to VASSP members and 2025 conference registrants throughout Virginia. Your prize will be displayed and identified in the drawing display area and your company will be recognized when the prize is awarded. You may also have your own prize drawings. [These giveaways are extremely popular with exhibitors and conferees. An average of \$18,000 - \$23,000 in prizes has been given in past years!]

Exhibitor Rules & Regulations

SHOW MANAGEMENT:

The words "Show Management" as used herein shall mean the Virginia Association of Secondary School Principals, Inc. (VASSP). In the enforcement and interpretation of the following rules and regulations, the decision of VASSP is final.

ELIGIBLE EXHIBITS:

The Show Management reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserves the right to reject, evict, or prohibit any exhibit in whole or in part, or any exhibitor, or his/her representatives, with or without giving cause.

PAYMENTS FOR SPACE:

Applications must be accompanied by Space Rental Fee, made payable to Virginia Association of Secondary School Principals, Inc. (VASSP). Validation of contract is subject to said payment.

CANCELLATION OF EXHIBITION: Should the exhibition be canceled or abandoned ten (10) days or more prior to the opening date, the limit of any claim for damages and/or compensation of the exhibitor shall be the return to the exhibitor of the amount already paid for space for this specific event. However, if the exhibition is canceled or abandoned within the ten (10) days prior to the opening date of such exhibition, no money paid for rental will be refunded.

CONTRACT FOR SPACE:

The application for space and formal notice of assignment by Show Management, and the full payment of rental charges, constitute a contract for right to use the space.

EXHIBITOR REFUNDS:

Show Management will refund 50% of the amount paid for booth space if written cancellation is received before June 1. Space assigned shall be deemed acceptable unless rejected in writing within seven (7) days after receipt of booth assignment. Failure to provide written cancellation before June 10 or failure to appear at the convention relieves Show Management of any obligation to space rental refund.

FORFEITURE:

If an exhibitor does not follow the rules and regulations set by the Exhibit Manager, the exhibitor shall forfeit the amount paid for space rental regardless of whether or not the exhibit space is subsequently leased.

USE OF SPACE:

No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. All aisle space is under control of the Show Management and must not be used in any way for exhibit space. Apart from the specific display space for which an exhibitor has contracted with the Exhibit Manager, no part of the exhibit hall and its grounds may be used by any organization other than the Show Management for display purposes of any kind or nature. The exterior of any display cabinet or structure facing an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display.

FIRE PROTECTION:

Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all local and state government requirements and with National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the Exhibit Manager reserves the right to cancel all or such part of this exhibit as may be irregular. All installations are subject to approval by local Fire Marshall's Office.

DECORATION STANDARDS:

No combustible decoration, such as crepe paper, tissue paper, cardboard, corrugated paper, shall be used at any time. All packing containers, excelsior and wrapping paper must be removed or appropriately stored. All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the fire ordinances.

REASSIGNMENT OF SPACE:

The Exhibit Manager reserves the right to alter location of exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the convention. The Exhibit Manager further reserves the right to reassign or rent exhibit space not occupied at the opening of the exhibition or use said space for such purposes as it may see fit without liability on its part.

DAMAGE LIABILITY:

The cost of repairing any damage by the exhibit's employees, representatives or agents to the convention center or other decorated property will be billed to and paid by the exhibitor.

CIRCULARIZATION AND SOLICITATION:

Distribution of circulars or promotional materials may be made only within the booth assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibition will be permitted to solicit business within the exhibit area.

INDEMNIFICATION:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless Virginia Association of Secondary School Principals, Inc. and their affiliated and subsidiary companies and their respective partners, directors, officers, employees and agents ("the Indemnitees") against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, or occupancy use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the Indemnitees.

RESTRICTION IN OPERATION OF EXHIBITS:

The Exhibit Manager reserves the right to restrict or evict exhibits, which because of noise, method of operation, materials, or any other reasons, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the Exhibit Manager may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the Exhibit Manager determines is objectionable to the exhibit or that interferes with the activities of neighboring exhibitors. In the event of such restriction or eviction, Show Management is not liable for any refunds or other exhibit expense.

INTERPRETATION AND AMENDMENT:

The Exhibit Manager shall have the full power to interpret or amend these rules. Exhibitor agrees to abide by any rules or regulations that may hereafter be adopted by the Exhibit Manager, which shall be as much a part hereof as though fully incorporated herein. The Exhibit Manager promises full cooperation for a successful show and is committed to work with the exhibitors toward this end.

PHOTOGRAPHY VIDEO RECORDING:

No exhibit, performance, or event presented at the show shall be photographed, videotaped, broadcast, or recorded for commercial use, sale, or distribution of any kind. Exhibitors shall not photograph or videotape the exhibit or product of another exhibitor without the prior written consent of VASSP and the Exhibitor involved. VASSP reserves the right to photograph and/or videotape any exhibit at the show for use in request for proposals, future promotional materials, and otherwise as determined by VASSP.

MUSIC, PHOTOGRAPHS and OTHER COPYRIGHTED MATERIAL:

Each Exhibitor is solely responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in the Exhibitor's booth or display. No Exhibitor will be permitted to play, broadcast, or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to VASSP satisfactory proof that the Exhibitor has a license to use such music or copyrighted material. VASSP reserves the right to remove from the exhibit all or any part of any booth that incorporates music, photographs, or other copyrighted material for which the Exhibitor fails to produce the proof that the Exhibitor holds all required licenses.

THESE RULES AND REGULATIONS become a part of the contract between the Exhibitor and the Virginia Association of Secondary School Principals, Inc. They have been formulated for the best interest of the exhibitors. Show Management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of Show Management.