

**Official Regulations and Conditions of Contract**  
**Central Virginia Chapter - Community Associations Institute**  
**Annual Community Associations Day & Trade Show**  
**Thursday, February 10, 2011 – Holiday Inn Select Koger Center**

**CONTRACT FOR EXHIBITION SPACE**

By submitting an application for exhibit space, the applicant releases the CAI and the Central Virginia Chapter-CAI (collectively "CAI"), its sponsors, co-sponsors, and agents from any and all liabilities to applicant, its agents, licensees, or employees which may arise or be asserted as a result of submission of an application or participation in the exhibition. Acceptance of an application does not imply endorsement by the CAI of the applicant's products, nor does rejection imply lack of merit.

This application for exhibit space, when endorsed by the Conference, constitutes a contract for the right to use the exhibit space. Rental for spaces is payable in advance at the time of submission of the Official Exhibitor Application form. No refund may be made for space that is not used or for space that is unused during any part of the exhibition. Should space remain unoccupied at the opening of the exhibition, CAI may rent it or use it without obligation of refund.

**EXHIBIT SPACE**

**Exhibit spaces are 8' x 8'. The exhibit fee includes a 6' draped table, 2 chairs, sign with your company's name, and 2 lunches. Two authorized representatives will be permitted at each space. The two authorized representatives will receive nametags which must be worn during periods of the exhibition. There will be a \$50.00 charge for each additional representative.**

**Exhibitors agree to have exhibits completely set up by 8:00 a. m. on Thursday, February 10, 2011 and to have exhibits dismantled and booths cleared away by 3:00 p.m., February 10, 2011.**

**Exhibitors may not protrude beyond the space allotted or interfere in any way with traffic to exhibits of others.**

**USE OF SPACE**

No exhibitor may sublet, assign or apportion any of the allotted space, nor represent, advertise or distribute literature for the product or services of any other firm or individual, except as approved in advance by CAI.

The purposes of the Conference and its Exhibition are to inform and educate the attendees regarding the characteristics and uses of exhibitors' products and/or services.

**CANCELLATION POLICIES**

Cancellation of any portion of this application by the exhibitor will be accepted only at the discretion of CAI and then only based upon the following refund schedule.

Written notice of Cancellation: Prior to December 31, 2010 - full refund.  
Thereafter: No refund.

In the event of a dispute arising under this contract, the exhibitor shall be liable for reasonable costs and attorney fees incurred by CAI in a reasonable attempt to negotiate, arbitrate, or litigate the dispute and agree that venue shall be in the County of Chesterfield, Virginia for any litigation or arbitration.

**RESTRICTIONS**

CAI reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason become objectionable, or otherwise detract from, or are out of keeping with the character of the exposition as a whole. CAI may stop installation, or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from a design description given herein. In the event of such restriction or evictions, the Conference is not liable for any refund of rental or other expenses.

Advertising, displays, demonstration, conferences, entertainment and convention registrations in the interests of business are not permitted, except by the firms which have rented space or are recognized sponsors for the Conference.

**SAMPLES & SOUVENIRS**

Distribution of samples and souvenirs in a restrained fashion is permitted, provided there is no interference with other exhibits or aisle movement, and the samples and souvenirs pertain to, or contribute to the exhibits. CAI may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.

**CARE OF PREMISES**

No part of any exhibit, nor signs, or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors, draping or others surfaces in a way that might mar or deface, even temporarily, the exhibit area premises or booth equipment or furnishings. Damages from failure to observe this cautionary notice is payable by the exhibitor.

**FIRE REGULATIONS**

Booth decorations and exhibit construction must conform to the fire regulations of the exhibit area, the hotel and the ordinances and regulations of the County of Chesterfield. Combustible or other explosive flammable materials shall not be used. Packing containers, excelsior, cloth, wrappings, and other similar materials shall be flame proofed and must be removed entirely from the exhibit area and may not be stored in any of the Conference areas.

**LIABILITY & INSURANCE**

CAI, its employees, members, directors, sponsors, co-sponsors and agents, and the hotel assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be purchased by the exhibitor. The exhibitor indemnifies CAI, its employees, members, directors, sponsors co-sponsors and their agents, and the hotel and holds them harmless from, any complaints, injuries, claims, damages, suits or liabilities resulting from or in connection with the exhibitor's use of the exhibit space and participation in the exhibition.

**INTERPRETATION & ENFORCEMENT**

These regulations become a part of the contract between the exhibitor & CAI. All matters in question, not covered by these regulations, are subject to the sole decision of CAI and all decisions so made shall be binding on all parties affected by them as by the original regulations. **ALL RULES WILL BE STRICTLY ENFORCED WITH NO EXCEPTIONS.**

CAI shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control.

CVC – CAI  
P.O. BOX 5118  
MIDLOTHIAN, VA 23112  
804-739-7655 PHONE/FAX  
Sdramer\_cvccai@verizon.net

Central Virginia Chapter  
 Community Associations Institute  
 Community Associations Day 2011  
 Trade Show & Expo  
 Thursday, February 10, 2011  
 Official Exhibitor Application



**Instructions:** All exhibitor applications must be made on this form. Please type or print all information legibly, completing the entire form. Return the signed copy along with your payment for the appropriate amount to: CVC-CAI, P.O. Box 5118, Midlothian, VA 23112.

We hereby apply for exhibit space at the Central Virginia Chapter Annual CA Day Trade Show and Expo. We understand that this application becomes a contract when signed by us and accepted by the CA Day & Trade Show Committee, when received with our check for full payment in the appropriate amount and that written cancellation must be received by the CA Day & Trade Show Committee prior to 12/31/10 for full refund of deposit (see Cancellation Policies).

We agree to comply with the Official Regulations and Conditions of Contract outlined on the attached and with all conditions under which the exhibit facilities have been rented to the CAI.

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*Company Name (as it should appear on sign)*

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*Company Street Address*

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*Telephone Number*

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*City, State, Zip*

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*Fax Number*

1) \_\_\_\_\_ 2) \_\_\_\_\_  
*Exhibitor Representatives (2 permitted at no additional Charge)*

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*Additional Exhibitor Representatives (\$50.00 each, includes lunch)*

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*Signature*

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*Date*

**2010 CA Day Returning Exhibitor Rate - \$375.00, if paid in full by 6/31/10 the discounted rate is \$350.00.**  
**CVC-CAI Member Rate - \$425.00, if paid in full by 6/31/10 the discounted rate is \$400.00**  
**Non-Member Rate - \$475.00**

*NOTE TO EXHIBITOR APPLICANTS:* A duplicate of this application form will be signed by the CA Committee Chair and be returned to you as a confirmation after approval and space allocation. Assignment of space and signature or Committee Chair below indicates acceptance of application by the Committee. Booths are assigned on a first come, first served basis as paid applications are received.

**Yes, I would like to reserve an Exhibit Space. In addition, I would like the following # \_\_\_\_\_ of additional Exhibit Representatives at \$50.00 each.**

THIS SECTION TO BE COMPLETED BY CA DAY & TRADE SHOW COMMITTEE

\_\_\_\_\_  
 DATE RECEIVED

\_\_\_\_\_  
 AMOUNT RECEIVED

\_\_\_\_\_  
 AMOUNT DUE

\_\_\_\_\_  
 BOOTH ASSIGNMENT

\_\_\_\_\_  
 SIGNATURE