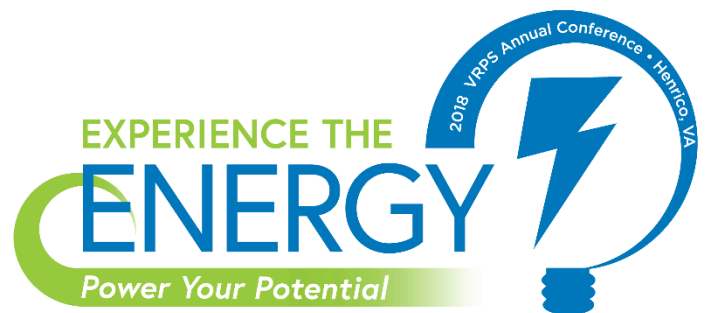


# 2018 VRPS ANNUAL CONFERENCE

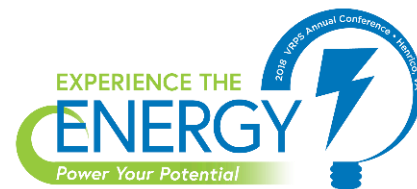
EXHIBIT HALL INFORMATION



**HENRICO, VIRGINIA**  
NOVEMBER 3-6, 2018 ■ HILTON RICHMOND HOTEL



# 2018 VRPS CONFERENCE EXHIBIT HALL



NOVEMBER 3-6, 2018 ■ HILTON RICHMOND HOTEL

## Premium Booths

Premium booth will be 16' x 8' and equipment will include: pipe and drape 8' high backdrops, 3' high side rails, two draped 6' tables (A-G), 2 chairs, and one booth sign (7"x44").

Booth	VRPS Member By: 2/28/18	Non-Member By: 2/28/18	VRPS Member After: 2/28/18	Non-Member After: 2/28/18
Booths A-G	\$1215	\$1465*	\$1305	\$1555*

## Standard Booths

Standard booth will be 10' x 8' and equipment will include: pipe and drape 8' high backdrops, 3' high side rails, one draped 6' tables, 2 chairs, and one booth identification sign (7"x44").

Booth	VRPS Member By: 2/28/18	Non-Member By: 2/28/18	VRPS Member After: 2/28/18	Non-Member After: 2/28/18
Booths 1-66	\$495	\$585*	\$745	\$835*

\*Non-member fees INCLUDE a 1-year Commercial Membership to VRPS, valued at \$250.

### Registration Packet Stuffers -\$250

Have your single sheet flyer in the hand of every delegate by inserting it in the 2018 Conference Registration Packet. Register and pay online at [www.vrps.com](http://www.vrps.com), or contact [vrps@vrps.com](mailto:vrps@vrps.com), then send 1000 copies for packet by October 15, 2018 to:  
Henrico Recreation and Parks  
6800 Staples Mill Road  
Henrico, Virginia 23228

### Tabletop Brochure Placement -\$250

Have your brochure/single sheet flyer on an unmanned tabletop exhibit at the 2018 Conference. Register and pay online at [www.vrps.com](http://www.vrps.com), or contact [vrps@vrps.com](mailto:vrps@vrps.com), then send 1000 copies for packet by October 15, 2018 to:  
Henrico Recreation and Parks  
6800 Staples Mill Road  
Henrico, Virginia 23228

### Conference App Advertisement -Rates Vary

Reinforce your presence at the Conference by placing an ad in the VRPS Conference App. Orders must be received and paid for by August 15, 2018. Register and pay online at [www.vrps.com](http://www.vrps.com). \$630 VRPS member, \$700 non-members.

### Exhibit Hall Aisle Signage

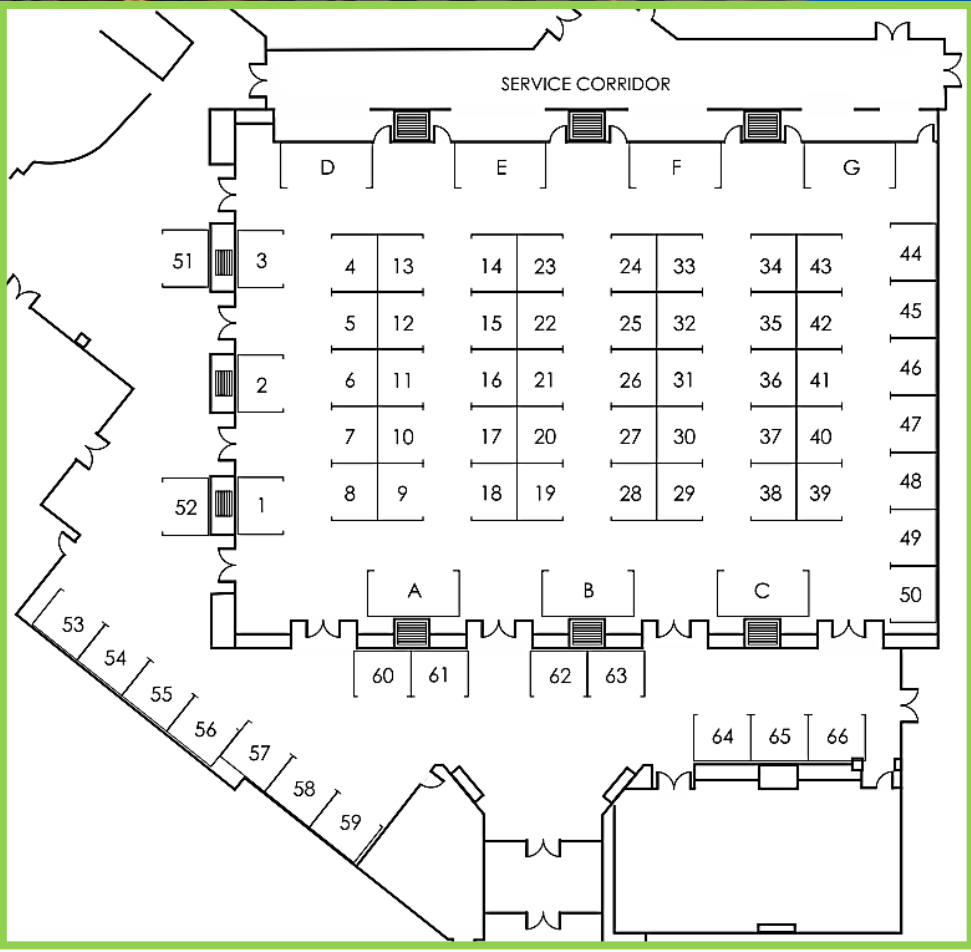
Signage placed at ends of aisles of Exhibit Hall. Orders must be received and paid for by August 15, 2018. Register and pay online at [www.vrps.com](http://www.vrps.com). \$750 per aisle for VRPS members, \$820 for non-members.

## Commercial Membership

Companies involved in the delivery of leisure services, equipment, supplies or similar associated activities for parks and recreation qualify for VRPS Commercial Membership, at only \$250!

Commercial Membership includes:

- Access to online Membership Directory, to include corporate logo, website URL, and social links in Commercial Member listing.
- VRPS member agency department mailing list upon request.
- Copies of Virginia Parks & Recreation Magazine and VRPS President's Newsletter (three per year of each publication).
- 10% discount for advertising.
- Membership certificate, free job bank and classifieds postings.
- Full use of Members-Only sections of [www.vrps.com](http://www.vrps.com).
- Two individual commercial representative memberships for a total of two individuals representing the commercial organization.
- Listing on VRPS "Preferred Vendors" webpage, to include hotlink to your website.
- Listing in Virginia Parks & Recreation Magazine and VRPS President's Newsletter on full page representing preferred vendors (six publications year, distributed electronically to entire VRPS membership).



## Exhibit Hall Hours

**Sunday, November 4, 2018**

**2:00-6:00pm**

**Setup: 9:30am-1:30pm**

**Tear Down: 6:00-8:00pm**

### Promotional Items

To encourage delegates to visit the exhibit hall, we ask Vendors to donate door prizes and items for the auction(s).

Donation form is available at:

[www.vrps.com/educationevents/annualconference/2018annualconference](http://www.vrps.com/educationevents/annualconference/2018annualconference)

## 2018 VRPS Conference Exhibit Hall Conditions of Space:

### Agreement to Conditions:

Exhibitors and their employees agree to abide by all conditions contained herein. It is understood that the Virginia Recreation and Park Society (hereinafter called VRPS) shall have sole control of the exhibit hall.

### Assignment of Space:

VRPS shall assign all exhibit hall space, but shall consider the location preference of individual exhibitors as much as possible. Assignments will be on a first paid basis.

### Payment:

Full payment for space must accompany signed contract. Payments for the space shall be made by the exhibitor by means of online purchase at [www.vrps.com](http://www.vrps.com) or by mailing a check payable to "VRPS" directly to: VRPS, 6372 Mechanicsville Turnpike, Suite 109, Mechanicsville, VA 23111.

### Cancellation by Exhibitor:

Should the exhibitor be unable to occupy and use the exhibit space contracted for, they should contact VRPS as soon as possible at 804-730-9447 or [vrps@vrps.com](mailto:vrps@vrps.com). All sums paid by the exhibitor, less a \$75 cancellation charge, will be refunded if cancellation is received in writing on or before close of business October 4, 2018. No refunds will be made if the notice of cancellation is received on or after October 5, 2018.

### VRPS Liability:

VRPS undertakes no duty to exercise care, nor assumes any responsibility for the protection and safety of the exhibitor, his officials, agents or employees, or the protection of the property used in connection with the exhibit, from theft, damage or destruction by fire, accident or any other cause.

### Installing and Dismantling:

The specific requirements as to time for installation and dismantling of exhibits must be followed.

### Insurance:

In all cases, exhibitors wishing to insure their goods must do so at their own expense.

### Exhibitor Liability:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend VRPS, its employees, and agents harmless against any claims, losses and damages to persons or property caused by exhibitor's installation, removal, maintenance or use of the exhibitor's premises. Each party to this agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively, "claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of the Hilton Richmond Hotel as contemplated by this contract. This paragraph shall not waive any statutory limitations of liability available to either party, including facilities' limitations of liability laws, nor shall it waive any defenses either party may have with respect to any claim.

### Registration Policies:

Exhibitors are welcome to participate in educational sessions. Each exhibiting company will receive up to two exhibit hall lunch combination tickets. Additional lunch tickets may be purchased for \$50 each. Other meal/social tickets during the VRPS Annual Conference may be purchased for an additional fee.

### Drayage and Deliveries:

Contact Exhibits, Inc. at (804) 788-4400 or send an email to: [angie\\_cornett@xhibitsinc.com](mailto:angie_cornett@xhibitsinc.com)

### Electrical, Audio Visual and Internet Data:

Please secure directly with the Hilton Richmond Hotel, 1-804-364-3600. The form to secure electrical needs is located on [www.vrps.com](http://www.vrps.com) with the exhibitor information.

### Parking Information for Hilton Richmond Hotel:

Overnight garage parking is available. Self-park for free and \$9 for valet service.

### Exhibit Hall Specs:

Exhibit Hall is carpeted and has a ceiling height of 21'. Load in doors are 78" wide by 82" high.

**Virginia Recreation and Park Society**

6372 Mechanicsville Turnpike, Suite 109, Mechanicsville, VA 23111

Telephone 804-730-9447



**Hilton Richmond Hotel & Spa/Short Pump**

12042 West Broad Street, Richmond, Virginia, 23233

Telephone: 804-364-3600 Fax: 804-364-2002