

2003 International Conference on Volunteer Administration Exhibitor Registration

Organization Name: (to appear on signage) _____

Contact Name: _____

Conference Representative: (if different) _____

Mailing Address: _____

Phone: _____ **Fax:** _____

E-mail: _____ **AVA member:** Yes No

Sign me up for the following:

	Cost
Exhibit booth	\$ US
Direct marketing	\$ US
Advertisement	\$ US
TOTAL	\$ US

Please send me a conference registration booklet. (Note: Complete conference information will be available after May 15 at <www.AVAintl.org>.)

Yes No

I have read the "Exhibitor Rules and Regulations" and agree to abide by them.

Signature _____

Date _____

PAYMENT

Amount Enclosed \$ _____ Check # _____

VISA/MasterCard/American Express Card # _____

Card expiration date _____

Name (as printed on the card) _____

Signature (as it appears on the card) _____

Checks or international money orders must be made payable to AVA in US dollars only.

Send completed registration form and payment to:

Association for Volunteer Administration
P.O. Box 32092
Richmond, VA 23294 USA
Fax: 804.346.3318

2003 International Conference on Volunteer Administration Exhibitor Rules and Regulations

1. Payment

Full payment for exhibit space, direct marketing, and/or advertising is due prior to the start of the conference. Payment for the exhibit space does not include additional furnishings, equipment, utilities, extension cords, or other services ordered by the exhibitor. All such optional costs shall be the exhibitor's responsibility. Complete the information on the registration form and you will be notified of your booth number with confirmation of your registration.

2. Exhibit Set-up

The exhibit area will be open to exhibitors for set up on Wednesday, Oct. 15 starting at 12 noon. All exhibits must be set up no later than 4 p.m. Wednesday, Oct. 15. Shipping instructions will be mailed with your confirmation letter and/or in your Exhibitor Service Kit.

3. Exhibit Hours

The exhibit area will be open to conference participants during the following hours:

Wednesday, Oct. 15	4 p.m. to 7 p.m.
Thursday, Oct. 16	9:30 a.m. to 6 p.m.
Friday, Oct. 17	8:30 a.m. to 6 p.m.

4. Exhibitor Registration—Day of Conference

- Exhibitors and their booth staff/volunteers may pick up their nametags at the Conference Registration area.
- Registration as an exhibitor does NOT include admission to conference activities. If you would like to attend conference activities or want more information, you may request a conference registration brochure.

5. Exhibitor Representation

Conference staff will not monitor displays. We hope you plan to staff your booth. If not staffed, we recommend that you have someone to assist in keeping your table tidy and stocked with materials.

6. Exhibit Cleanup and Removal

At the end of each day, wastebaskets will be emptied, and trash left in the aisles will be removed. Please straighten up your booth and store items under the table. You are responsible for how your booth looks! In the interest of safety and show continuity, premature dismantling or packing of exhibits is prohibited.

7. Security and Liability

A security guard will be on duty when the exhibit area is closed. However, the Association for Volunteer Administration will not be responsible for any loss, damage, injury, or theft that may occur to the exhibitor or the exhibitor's employees, volunteers, or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract. By signing the registration form, the exhibitor expressly releases AVA from and agrees to indemnify same against any and all claims for loss, damage, or injury. For extra safety and security, a conference staff person will be in the exhibit area. Any damage to

booth, equipment, or the exhibit area due to carelessness of an exhibitor must be paid for by the exhibitor who causes it.

8. Safety Precautions

All materials and installations must conform to the requirements of the local building and inspection authorities.

9. Amplification

The use of microphones, recordings, movies, slides, or other audio-visual equipment is available. Order forms will be in your Exhibitor Service Kit.

10. Use of Space

AVA reserves the right to decline or prohibit any exhibits or part of an exhibit which is not suitable to and in keeping with the character of the exhibition. No subletting space will be permitted. No alcoholic beverages or tobacco products can be sold or given away.

11. Publicity and Advertisement

Only exhibitors who have registered by the time conference materials go to print will be published and listed. For sponsorship and other advertising opportunities, visit the AVA web site at <www.AVAintl.org>.

12. Direct Marketing

With payment of the fee, one page of information will be included in every conference participant's package. You will be notified of the number of attendees registered. It is the responsibility of the company to provide enough copies for every registrant. All information is subject to review and approval by AVA. Payment and materials must be received by Monday, Sept. 15.

13. Matters not Covered

AVA shall rule on any/all materials pertaining to the exhibition, whether mentioned in the Rules and Regulations or not. All such rulings shall be binding upon both AVA and the exhibitor.

14. Services for Persons With Disabilities

AVA wants to take reasonable steps to help persons with disabilities be able to exhibit. If special arrangements are needed, please contact AVA by Sept. 15.

**2003 International Conference on Volunteer Administration
Association for Volunteer Administration**

P.O. Box 32092

Richmond, VA 23294 USA

E-mail: info@avaintl.org

Phone: 804.346.2266

Fax: 804.346.3318