



Exhibit Space Application

Kindly indicate your two (2) booth choices as selected from the official floor plan. Each booth comes with signage, table and chairs, pipe and drape. Exhibit hall is carpeted. (Vehicles are located directly outside of Grand Ballroom.)

VFDA Member Fee	Booth Preference(s)	Quantity	Fee	Total
	10x10 booth space	_____	\$850	\$_____
	6x2 table	_____	\$500	\$_____
	Vehicle(s) includes 10x10 booth space	_____	\$850 each	\$_____
	Electricity	_____	\$85 each	\$_____

Indicate type of merchandise to be displayed:

Exhibitor(s) Name (as appear on name badge) up to 3 names:

Additional name badges:

\$25 each

\$_____

VFDA Excursions on Sunday, June 10

	Quantity	Fee	Total
Barboursville Vineyards Who will be attending wine tasting/3-course lunch?	_____	\$165 each	\$_____
Skeet Shoot Outing Who will be attending skeet shoot outing?	_____	\$110 each	\$_____
President's Welcome Reception Who will be attending President's Welcome Reception?	_____	FREE	\$_____

Return application to the VFDA office:
 P.O. Box 395, Hanover, VA 23069 · Phone: (804) 264-0505 · Fax: (804) 264-3260 · info@vfda.net
 Booth spaces are assigned on a first-come-first-serve basis.

VFDA Excursions on Monday, June 11

	Quantity	Fee	Total
Civil War Tour	_____	\$55 each	\$ _____
Who will be attending the Civil War Tour? _____			
Networking Lunch	_____	\$55 each	\$ _____
Who will be attending the networking lunch? _____			
Past President's Luncheon (invitation only)	_____	\$100 donation	\$ _____
Who will be attending Past President's Luncheon? _____			

VFDA Event on Tuesday, June 12

	Quantity	Fee	Total
Annual Awards Banquet & Cocktail Reception	_____	\$95 each	\$ _____
Who will be attending the annual awards banquet? _____			
VFDA Foundation Raffle Tickets	_____	\$10 each	\$ _____
TOTAL:			\$ _____

Please indicate any food allergies, special dietary needs.

Please indicate if a kids meal option is needed.

***Please note, space is limited and all excursions and events require pre-registration. Limited amount of tickets will be sold during this year's convention. All continuing education sessions and Service of Remembrance are open to all registered attendees.*

I agree to pay 50% of the total rental charge either by check (made payable to the VFDA) or credit card to reserve my booth space. It is hereby agreed that the undersigned agrees to and will abide by the Rules printed within this booklet and that those Rules are a part of this agreement. It is understood that deposits will not be refunded after May 25, 2018 and that acceptance of our application by VFDA shall constitute a contract. Final payment is due June 1, 2018, I understand that all excursion and event tickets are to be purchased in advanced and paid by May 25, 2018, if not paid in full by May 25, 2018, my reservation will be released.

Company Name (as appears on booth): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____

Fax: _____

Emergency Contact: _____

Emergency Contact Phone Number: _____

Check One: ___ Mastercard ___ Visa ___ AMEx ___ Discover

Credit Card Number: _____

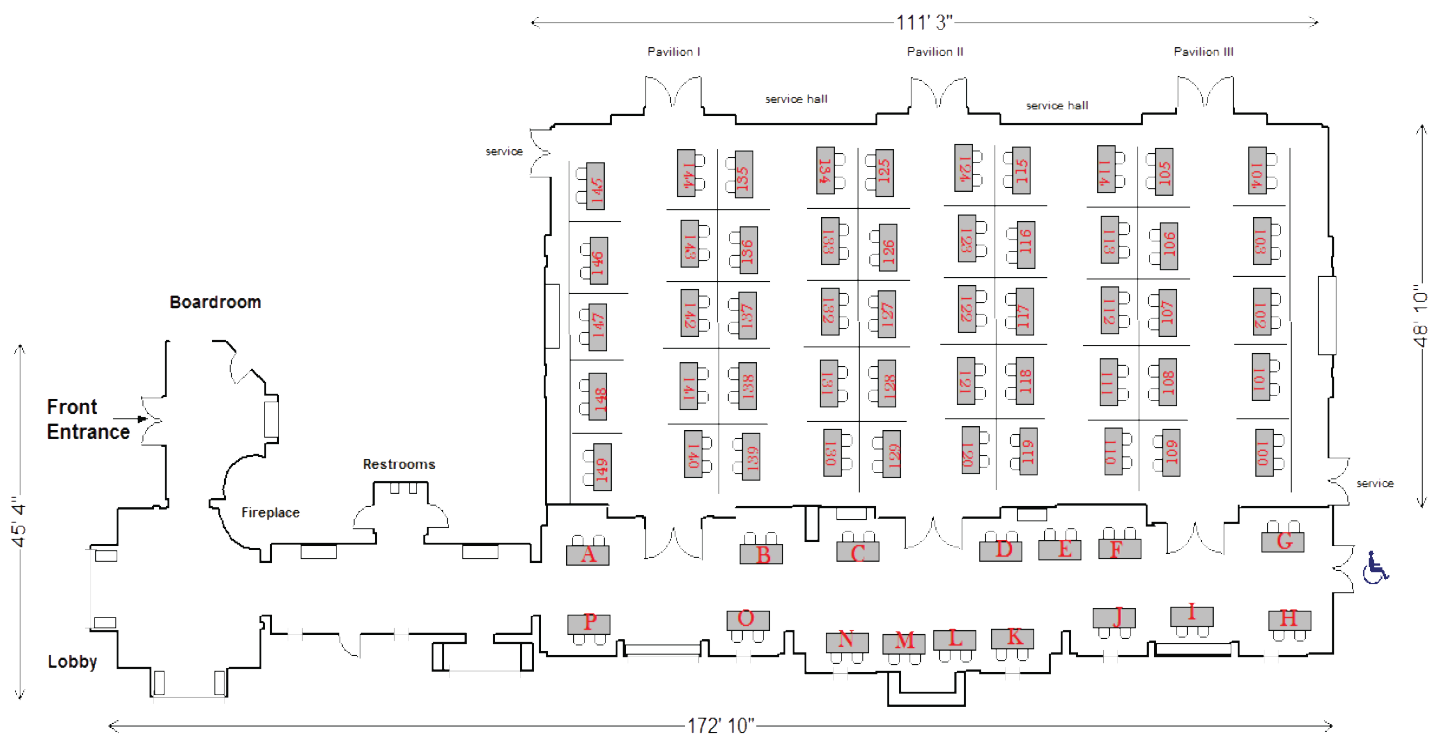
Exp Date: _____ CCV Code: _____ Cardholders Zip Code: _____

Name on Card: _____

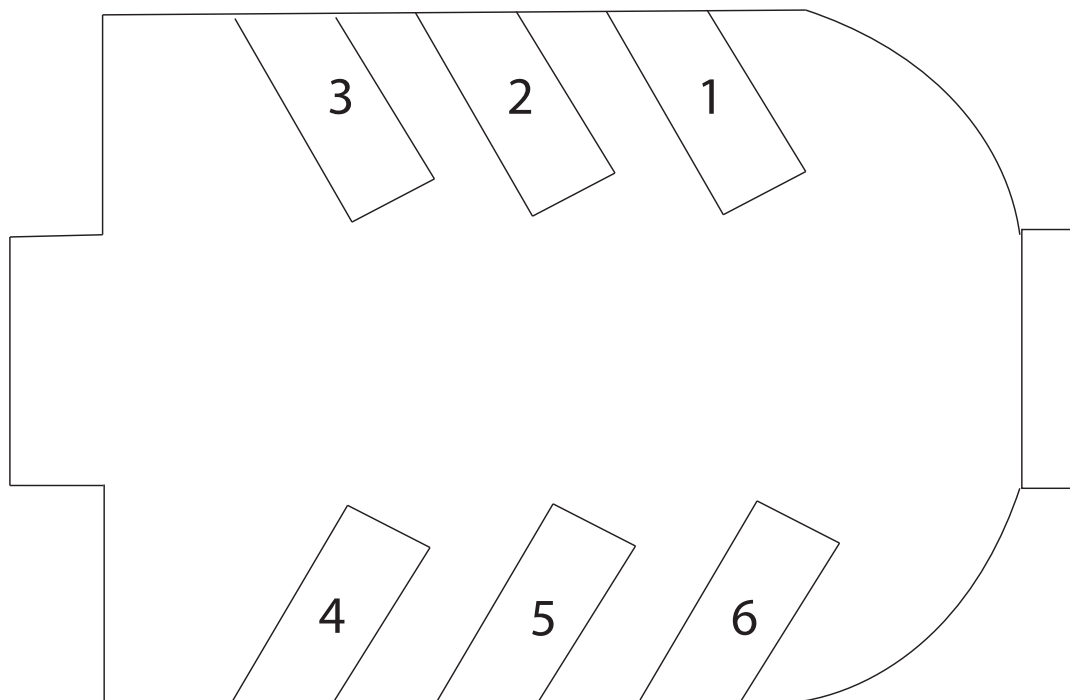
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VFDA Exhibitor Floor Plans

Grand Ballroom



LOBBY AND PREFUNCTION



Note: Cars 1 and 6 will have to be parked first.



Exhibitor Space and Rules

Exhibitor Set-Up Schedule

June 11, 2018 · 9:00 a.m. - 4:00 p.m. · Boar's Head Inn · Grand Ballroom

Light refreshments will be served.

Vehicles will be directly outside of Grand Ballroom. Vehicles will be outside the main entrance of the exhibit hall.

Exhibit Preview and Cocktail Reception

June 11, 2018 · 5:00 p.m. - 6:30 p.m. · Boar's Head Inn · Grand Ballroom

Vehicles will be directly outside of Grand Ballroom. Vehicles will be outside the main entrance of the exhibit hall.

Exhibit Hall Opens

June 12, 2018 · 10:00 a.m. - 12:30 p.m. · Boar's Head Inn · Grand Ballroom

Vehicles will be directly outside of Grand Ballroom. Vehicles will be outside the main entrance of the exhibit hall.

Exhibit Hall Closes

June 12, 2018 · 12:30 p.m. · Boar's Head Inn · Grand Ballroom

EXHIBITOR RULES:

VFDA as used herein shall mean the Virginia Funeral Directors Association, Inc. or its officers or agents or employees acting for it in the management of the Exhibit.

Eligible Exhibits. VFDA reserved the right to determine the eligibility of any company, individual, or product for inclusion in the Exhibit as an exhibitor.

Limitation of Liability. The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Exhibit for the VFDA its members or agents or employees, for loss, theft, damage, or destruction of merchandise, nor for any injury to himself or employee while in the Exhibit quarters.

Defacing the Building. Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for any damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building walls and floors or to standard booth equipment. Exhibitors agree to hold VFDA harmless for any claims for such damages including the payment of VFDA for reasonable attorney's fees incurred to defend against such claims.

Insurance. Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

Exhibitor Representatives' Responsibility. Each exhibitor must name at least one person to be a representative in connection with installation, operation, and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

Exhibit Hours. The exhibit hours are shown on the agenda. Exhibitors will be required to comply strictly.

Shipment of Exhibit Material. Each exhibitor will receive a notice from the exhibiting company designated by VFDA. This notice will include the prices for rental of furniture, draperies, special construction, etc. The information will reach each signed exhibitor in ample time for advance planning of merchandise shipments.

Boar's Head Resort
Attn: Katy Kirby, CSM
VFDA 6/9-13/18
200 Ednam Drive
Charlottesville, VA 22903

Attendance. Admission to the meetings and continuing education classes is included.

Cancellation of Exhibit Space. If an Exhibitor cancels their contracted space after the deadline for full payment, the following is the refund policy:

- A refund will only be considered if the VFDA has received full payment for the booth space.
- If VFDA is able to re-sell said space up to 30 days prior to the Exhibitor move-in date, 25% of the payment would be refunded.
- If cancellation is made with less than 30 days prior to the Exhibitor move-in-date, or if space is not re-sold, there will be no refund.

Amendment to Rules. Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subjected solely to the decision of the VFDA. These rules and regulations may be amended by the VFDA at any time by the VFDA and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.