

**Vietnam Veterans of America &
Associates of Vietnam Veterans of America
8719 Colesville Road
Suite 100
Silver Spring, MD 20910
800-882-1316**

Dear State Council/Chapter Presidents and Exhibitors:

Thank you for your interest in exhibiting at the Vietnam Veterans of America/Associates of Vietnam Veterans of America 2021 National Convention, in Greensboro, North Carolina. Enclosed is an exhibitor application packet.

VVA's 2021 National Convention will be held at the Sheraton Greensboro at Four Seasons, from November 2-6, 2021. Set up for vendors will start Monday November 1, 2021. Exhibit area opens Tuesday November 2, 2021.

If, after reviewing the enclosed, you are interested in exhibiting at our National Convention, please mail your completed application form with your payment to **Deborah Johnson** attention, at the above address.

If you have any questions about the exhibitor packet or the National Convention itself, please contact me at wesguidry@suddenlink.net

I hope to see you at our 2021 National Convention.

Wes Guidry, CMP
Director of Meetings

Encl. Exhibit application packet

**VVA 2021 National Convention
Sheraton Greensboro at Four Seasons
3121 West Gate City Boulevard
Greensboro, North Carolina
336-292-9161**

November 2-6, 2021

EXHIBITOR INFORMATION

At the VVA 2021 National Convention, VVA/AVVA provides space for commercial firms, government agencies, VVA state councils and VVA chapters, and others to market and/or sell their products and services, or display materials and information, which could benefit VVA's members. Past exhibitors have included travel agencies, veteran-related publications, insurance agencies, Medals of America, Department of Veterans Affairs and HUD agencies, VVA's chapters and state councils, and others.

Limited space is available again this year at the National Convention.

Over 1,000 participants are expected at the VVA 2021 National Convention.

This meeting is a great opportunity to reach an exciting segment of the population with information, products, and services.

Set up for vendors will start Monday November 1, 2021. Exhibit area opens Tuesday November 2, 2021. ***The booths will not be set up, and available to you until 12 noon.*** Tear down is Saturday afternoon November 6, 2021, from 12:00 pm to 2:00 pm. Each exhibit space consists of one 6' x 2' skirted table, 2 chairs, wastebasket, and Identification sign. Pipe and Drape 8' x 10' will be provided for each exhibit booth. Special equipment and electrical needs must be arranged with the Hotel. Exhibitors are also responsible for any expense associated with any other needs. Set-up and teardown are also the responsibility of the exhibitor.

The exhibitor fee schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire VVA 2021 National Convention. Space is limited and is available on a first come, first served basis.

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2021 EXHIBIT FEES AND SCHEDULE

Please note: VVA reserves the right to accept or deny any application for exhibit space and is solely responsible for determining the type of exhibit fees applicable to an exhibitor. **ASSIGNMENT AND PLACEMENT OF EXHIBIT SPACE IS THE SOLE RESPONSIBILITY OF VVA.** The daily hours given on the next page represent the earliest and latest times that the exhibit hall will be open for attendees.

<u>Exhibitor Type</u>	<u>Single Table</u>	<u>Each Additional Booth</u>
A. VVA/AVVA National committees	\$150	\$75
B. Other groups nationally endorsed by VVA, <u>displaying information only</u> (Limited space available)	\$175	\$75

Non profit groups specifically endorsed by the VVA National Board of Directors, that wish to only display information about their legitimate programs and service, not sell any products or services.

C. VVA/AVVA affiliate (State Councils and Chapters) marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$275	\$75
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VVA/AVVA chapters and state councils—affiliate organizations that sell products and services, ALL proceeds of which are placed in chapter or state council treasury, to be used in the pursuit of legitimate VVA programs.) **To qualify for this bracket, a letter from the State Council, or Chapter Treasurer, stating that 100% of the proceeds is placed in the State Council or Chapter treasury must be attached to this application.**

D. Nonprofit groups with an affinity to or endorsed by VVA, marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$400	\$75
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E. Commercial vendors marketing and/or selling products and services	\$600	\$100
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Commercial vendors marketing and/or selling products and services—includes all vendors whose primary business is to make a profit selling, or marketing products or services.

If you are not sure which category you will be in, email wesguidry@suddenlink.net For a determination.

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EXHIBIT SCHEDULE

The vendor area WILL NOT BE available to you until 12 noon on Monday

SET UP:
EXHIBITS OPEN:

Monday	November 1, 2021	12:00 p.m. – 5:00 p.m.
Tuesday	November 2, 2021	9:00 a.m. – 5:00 p.m.
Wednesday	November 3, 2021	11:00 a.m. – 5:00 p.m.
Thursday	November 4, 2021	9:00 a.m. – 5:00 p.m.
Friday	November 5, 2021	9:00 a.m. – 5:00 p.m.
Saturday	November 6, 2021	9:00 a.m. – 12:00 p.m. (note 1)

- Notes: (1) The exhibit area **must** be cleared by 2:00 p.m. on Saturday, November 6, 2021.
- (2) For security reasons, NO WEAPONS will be allowed for sale, for raffle or personal use within the Exhibitor Area.
 - (3) Exhibitors are solely responsible for manning their respective tables. At no time will VVA, be responsible for loss or theft of exhibitor area/tables and its contents.
 - (4) Under no circumstance will smoking be allowed in the exhibit area.
 - (5) Under no circumstance will signage or merchandise be allowed to be displayed on the walls, or outside the Vendor room.
 - (6) Displays must be kept within the confines of the booth. No tables, products are allowed outside the booth, to include the aisles, passageways.

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APPLICATION & CONTRACT FOR EXHIBIT SPACE

Date _____ Firm/Organization _____ Contact Name _____

Address _____ City, State, Zip _____ Day # _____

Day # _____ Cell Phone # _____ Number of exhibit spaces requested _____

Email Address _____

Exhibitor type –check one:

- A – VVA/AVVA National committees D- Nonprofit/Sales
 B – Other groups nationally endorsed E - Commercial Sales
 C - VVA/AVVA State Councils/Chapters

Exhibit Space Cost: First table: \$ _____
Additional booth(s): # _____ @ \$ _____ \$ _____
Total Cost: \$ _____

Payment Method

- Check enclosed (Payable to Vietnam Veterans of America) Money order enclosed
 MasterCard Visa Discover American Express

Account/Card Number _____ Expiration Date _____ / _____

Signature _____

Return this contract (**pages 5-7 only**) with a check for the full exhibitor fee, or credit card information in entirety. Make all checks payable to **Vietnam Veterans of America**, payments should be sent to: **Vietnam Veterans of America, Attn: Deborah Johnson, 8719 Colesville Road, Suite 100, Silver Spring, MD 20910**, by October 8, 2021. If the number of tables you have requested cannot be confirmed, you will be notified by letter and the appropriate refund will be forwarded to you.

Describe below the nature of the products, services, and/or information you wish to exhibit. (At no time will products that VVA deems inappropriate be allowed to be displayed or sold).

Review the following terms and conditions and then sign the following agreement. These terms are printed on the next two pages, and are a formal part of this agreement.

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EXHIBITOR AGREEMENT

1. **Contract.** This application for exhibit space constitutes a valid and binding contract when (a) the applicant (Exhibitor) executes it and pays Vietnam Veterans of America, Inc. (VVA) in advance for exhibit space as set forth in the attached rate schedule, and (b) VVA provides the Exhibitor with written acceptance of the application and notification that VVA has reserved space(s) for the Exhibitor at the VVA 2021 National Convention.
2. **Exhibit Space Reserved.** VVA's reservation of space for the Exhibitor at the VVA 2021 National Convention shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from VVA, (a) sublet, license, or assign the exhibit space to another organization or individual, or (b) permit another organization or individual to use the exhibit space.
3. **Product Restrictions.** The Exhibitor agrees not to display or sell any items that VVA deems inappropriate. VVA will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, VVA will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately. The fees will not be refunded.
4. **Nature of Exhibits.** Exhibits are limited to those detailed on the attached application form. The Exhibitor agrees not to display, sell, market, and/or distribute items that VVA considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of VVA, whether or not indicated on the application form.
5. **Exhibits and Public Policy.** While participating as an exhibitor at the VVA 2021 National Convention, the Exhibitor is accountable for knowledge of all local pertinent laws, ordinances and regulations pertaining to health, fire prevention, public safety, city/state business fees, and sales/use taxes. Compliance with such laws is the sole responsibility of the Exhibitor. VVA/AVVA and service contractors are not responsible for compliance with legal requirements concerning an Exhibitor's space, materials, and operation. If the Exhibitor has questions regarding laws, ordinances, and regulations related to exhibiting and selling in the city of Greensboro, North Carolina, the Exhibitor should contact the appropriate city, county, or state agencies.
6. **Exhibits and Hotel Policy.** The Exhibitor agrees to protect, save and hold Sheraton Greensboro at Four Seasons, VVA, and all their agents and employees (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Indemnities against any losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury, or other occurrence, to any person(s), including Exhibitor, its agent, employees and business invites, which arise from or out of the exhibit premises.

7. **Security and Insurance.** The Exhibitor understands and agrees that all the Exhibitor's property is under his/her custody and control, whether in transit to, within, or from the confines of the Sheraton Greensboro at Four Seasons, and is subject to the rules and regulations of the exhibit area, the VVA 2021 National Convention. The Exhibitor may wish to consider carrying appropriate insurance to cover the Exhibitor's property against damage and loss, and public liability insurance against injury to an individual and the property of others. The Exhibitor shall take all precautions to see that the Exhibitor's materials, products, and equipment are secured at all times.

8. **Losses and Damage.** The Exhibitor agrees that VVA is not liable for any damage, loss, or liability of any kind, or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the Exhibitor or any other person. The Exhibitor will defend, indemnify, and hold harmless VVA from any liability on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by an Exhibitor or its employees or representatives.

9. **Demonstrations.** No demonstrations, or solicitations shall be permitted outside of Exhibitor's assigned space. The Exhibitor may not place signs or placards anywhere, or on anyone, outside of Exhibitor's assigned exhibit space, without VVA's written approval.

10. **Management.** The Exhibitor agrees (a) that the rules, and regulations of VVA 2021 National Convention management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulations; (c) that VVA 2021 National Convention management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, VVA "authorization" or VVA "approval" means authorization or approval by the VVA 2021 National Convention management.

11. **Acceptance.** As an Exhibitor at the VVA 2021 National Convention, I agree to abide by all rules and regulations governing the exhibit area and the VVA 2021 National Convention. Acceptance of this application by VVA and notification that VVA has reserved space(s) for the Exhibitor at the VVA 2021 National Convention constitutes a contract between the Exhibitor and VVA for exhibit space at the VVA 2021 National Convention.

Signature of Exhibitor _____

Date _____

Signature of VVA/AVVA _____

Date _____

ELECTRICAL/TELEPHONE/INTERNET SERVICE ORDER FORM

Please complete and return with payment to:

Sheraton Greensboro Hotel
 3121 W. Gate City Blvd.
 Greensboro, NC 27407
 Attn: Accounting
 Fax: (336)292-9530

ALL ORDERS must be received 14 days prior to move-in to receive the advance price
For questions regarding additional services, please contact Sales and Catering (336-292-9161)

Event: Vietnam Veterans of America _____

Event _____ Date: November 2-6, 2021
 Booth Number: _____

Exhibitor/Firm: _____

Address: _____

Telephone: _____

Authorized By: _____

Signature: _____ Date: _____

DESCRIPTION	Advance Rate	QUANTITY	Floor rate	TOTAL
ELECTRICAL*				
120 Volt Outlet (1 connection)	\$69.39* / each		\$96.08	
120 Volt Outlet (with use of powerstrip)	\$138.78* / each		\$165.46	
208 Single Phase 30 Amp (Guilford only)	\$138.78* / each		\$165.46	
208 Three Phase 60 Amp (Imperial only)	\$624.49* / each		\$651.18	
Additional electrical service used above ordered amount will result in additional charges as outlined to be paid prior to event closing. Electrical Service Note: If service above does not meet your specifications, list your full requirements on a separate sheet and submit with this form. Additional fees will apply and be quoted upon receipt.				
TELEPHONE				
Unrestricted House Phone – Access Fee <i>(9 plus number dialed)</i>	\$64.05* / per line		\$80.06	
INTERNET				
High Speed Wired Internet Access Email address to have Wired Internet access code sent to: _____ <small>*complimentary wireless for registered hotel guests</small>	\$250.00 / per line, per day		\$275.00	
TOTAL AMOUNT DUE				\$

***NC State Sales Tax of 6.75% is applicable and has been added to the prices show above.**

PAYMENT: Payment must be included with this order form. Payment may be made by cash, check or credit card. **Note: A credit card guarantee is required for ALL telephone service.**

Amount Due: _____ Payment Method: ___ Cash ___ Check ___ Credit Card

Credit Card Type _____ Number _____ Exp _____ Security Code _____

Order and pre-payment for requested service must be received 14 business days prior to show date in order to guarantee services at ADVANCE rate.

Do you need a receipt emailed/faxed to you? Please provide email address/fax _____