



Procurement
300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

2018 Supplier Opportunity Vendor Fair Vendor Rules and Regulations

Assignment: No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the prior approval of the event exhibit coordinator.

Space and Equipment: Each booth includes one six (6) foot skirted table, electric hookup and two chairs.

The basic registration fee includes two event workers and refreshments. Additional vendor personnel must be arranged and paid for in advance. No payments can be accepted on the day of the event.

Refunds for Withdrawal: Contact Continuing and Professional Education.

Failure to Occupy Space: Any exhibitor not checked in by 11:00 am on the morning of the event will be considered a no-show registration. Paid registration fees will not be refunded to no-shows. Arrival time and unloading will be during the hours of 8:00 am – 11:00 am. Exhibitors must be set up by 11:30 am.

Door Prizes are allowable at each booth, but they should not require any obligation of the campus attendees. Giving contact information is fine, but attendees should be allowed to check a box to “opt out” and not be contacted directly as a result of signing up for the vendor’s individual door prizes. A door prize give away should not be attached to any commitment on the part of the campus visitor, and the prizes should not exceed \$25.00 in accordance with the Commonwealth of Virginia policy. Gift cards are strictly excluded, as give away items. The sponsoring departments may also provide official event door prizes for attendees, as an incentive to participate in the day’s event.

Liabilities and Insurance: Exhibitors agree to maintain such insurance that will fully protect Virginia Tech, the Procurement Department and any of its representatives from any claims of any nature, including claims under the Worker’s Compensation Act, for damages for personal injury, which may arise with the operation of the exhibitor’s display. If the exhibitor damages the building, the exhibitor agrees to reimburse Virginia Tech for the cost of repairing such damages.

Day of Event

Parking Information

There is ample parking available at The Inn.

Installations, Storage and Dismantling

If assistance is needed, exhibitors must arrange for delivery and removal, and/or set-up and dismantling of their exhibits, through Hollins Exposition Services.

Virginia Tech or its employees cannot accept freight on behalf of exhibitors. Contact The Inn at Virginia tech to arrange for advance freight.

Exhibitors will be granted access to Latham Ballroom on the morning of the event, September 26, 2018 beginning at 8:00 am. All exhibit materials must be removed from the exhibit area by 5:00 pm on the date of the event.

Exhibitors may not dismantle prior to the end of the event scheduled for 4:00 pm.