



# 15<sup>th</sup> Annual Virginia Tech Laboratory Exposition

**Sponsored by: The Procurement Department & LabConnect\***

(\*formerly known as LEPDN –Laboratory Employee Professional Development Network)

**Tuesday, April 3, 2018**  
**The Inn at Virginia Tech, Blacksburg, VA**  
**General Information**

## How To Register For The 2018 Laboratory Exposition

### Vendor Registration, Lunch and Payment Information

1. Access the event registration link on the Procurement Department website [www.procurement.vt.edu](http://www.procurement.vt.edu) located under News.
2. Download, print and complete the registration form. We regret that we are unable to take credit card payments (checks or money orders only).
3. Payment is due at the time of registration.
4. Mail your registration form and payment to:

Procurement Department  
North End Center, Ste 2100  
300 Turner St NW  
Blacksburg, VA 24061

All checks must be made payable to: **Treasurer, Virginia Tech**

5. Your registration is not considered complete until your registration form and check are received by the Procurement Department.
6. Lunch and refreshments for two booth workers is included with the registration fee. Check the registration form for pricing for additional booth workers. Lunch Tickets will be handed out at the registration table on the day of event.
7. A Vendor Packet, including parking passes, will be mailed prior to the event.
8. Contact The Inn at Virginia Tech to arrange any special freight shipping to and from the venue or if you require additional items for your booth.

Contact: Ursula Halferty | Business Operation Coordinator | Email: [halfertu@vt.edu](mailto:halfertu@vt.edu)

Office: 540.231.3988 | Fax: 540.231.9628

## Lodging Options

A block of rooms has been reserved for this event. Click on the link [Lodging at The Inn at Virginia Tech](#) for information. Preferred room rates and availability is on a first come-first serve basis. Also, check out the Other Lodging Options link.

## Exhibit 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 space includes one eight (8) foot skirted table, electric hookup and two chairs. The exhibitor should arrange any other special requirements by contacting the event exhibit coordinator at The Inn at Virginia Tech.

**Failure to Occupy Space:** Any exhibitor not checked in by **9:30 am** on the morning of the event will be considered a no-show registration. Paid registration fees will not be refunded to no-shows.

**Installations, Storage and Dismantling:** Exhibitors must arrange for delivery and any special set-up requirements for their exhibits. Exhibitors will be granted access to The Inn at **7:30 am** on the morning of the event. All exhibit materials must be removed from the exhibit area by **4:00 pm** on the date of the event. Vendors may not dismantle prior to the end of the event; scheduled for **2:00 pm**.

**Liabilities and Insurance:** Exhibitors agree to maintain such insurance that will fully protect Virginia Tech, The Inn at 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 of the cost of repairing such damages.

## Contact Information

- Periodically check the VT Laboratory Exhibition website on the Procurement Department home page for updated information [www.procurement.vt.edu](http://www.procurement.vt.edu)
- For Laboratory Exposition related questions, contact [halfertu@vt.edu](mailto:halfertu@vt.edu)
- Contact information for The Inn at Virginia Tech [\(877-200-3360\)](tel:877-200-3360)

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