



Procurement Department SWaM Vendor Fair 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 six (6) foot skirted table, electric hookup and two chairs. Vendors are permitted to bring in and set up their own assigned exhibit booth area on the day of the event. Vendor Check-In and set up begins at 9:00 am on the morning of the event. If necessary, the exhibitor (vendor) can arrange any other special requirements by contacting Hollins Exposition Services, Roanoke, VA / 540-362-3940. Employees of Virginia Tech, including those of the Procurement Department, cannot accept packages on behalf of exhibitors. An option to ship your exhibition materials right to Cassell Coliseum can be arranged through Hollins Exposition Services. When planning for the event keep in mind that Cassell Coliseum does not have a loading dock.

Registration and Payment: The registration fee is \$95.00 per exhibit space. Early Bird registration pricing (\$75.00) will be honored for registrations and payments postmarked by July 15, 2017. Additional booth and table space can be arranged at an additional cost. Participation in the event will be on a first-come, first-served basis. To represent a wide range of commodities, we reserve the right to limit vendors in certain commodity areas. Payment is due at the time of registration. We will notify you to confirm your registration. No refunds can be given for this event.

Virginia Tech cannot accept credit cards for this event. All payments should be checks or money orders and be made payable and mail to:

Treasurer of Virginia Tech
ATTN: Procurement Department /Supplier Diversity Program
North End Center (MC 0333)
300 Turner Street NW Ste 2100
Blacksburg, VA 24061

Failure to Occupy Space: Any exhibitor not checked in by **11:15 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 set-up of their exhibits. Exhibitors will be granted access to Cassell Coliseum on the morning of the event at 9:00 am. All exhibit materials must be removed from the exhibit area by 5:00 pm on the date of the event. Vendors may not dismantle prior to the end of the event at 3:30 pm.

Individual Vendor Door Prizes are allowable at each booth. However, a vendor give away or door prize should not require any obligation of the campus attendees and be open to participation by all individuals in attendance. Requesting information when registering for the door prize such as providing contact information is appropriate but attendees should be allowed to check a box to “opt out” regarding being contacted by your firm following the event. A door prize or giveaway’s should not be attached to any other commitment on the part of the campus visitor and the prizes should not exceed \$25.00 in value, which is in agreement with the university’s de Minimis policy as an on-campus event and Commonwealth of Virginia policies. If there are any questions regarding vendor door prizes or giveaways, please contact us before the event. Gift cards are prohibited according to state guidelines.

Official Event Door Prizes may be provided by the University for university attendees as an incentive to attend.

Liabilities and Insurance: Exhibitors agree to maintain such insurance that will fully protect Virginia Tech, Cassel Coliseum, 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.

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