



CONTRACT FOR EXHIBIT SPACE

Propulsion and Power Technical Meeting **October 29-30, 2019 – Hampton Roads Convention Center** **Sponsored by the VFS Hampton Roads Chapter**

Exhibit space is available in the conference room area of the VFS Hampton Roads chapter [Propulsion & Power Technical Meeting](#) for a rate of \$800 per 10' x 10" unit(s) of exhibit space. The meeting will be held at the [Hampton Roads Convention Center](#) during the period of October 29-30, 2019.

We have read and understand the Exhibit Rules and Regulations and agree to abide by them and any additional rules deemed necessary by the VFS Hampton Roads host chapter. We understand that no space will be officially confirmed without this signed contract and payment in full. We further understand that the host chapter will assign the specific space to allow maximum utilization and continuity of exhibits.

Detailed contact, payment information and signatures must be provided on page 3 of this contract.

EXHIBIT SPONSORSHIP DETAILS: As an exhibitor at the Propulsion & Power technical meeting, your organization will receive the following:

- One (1) full meeting registration, including a ticket for the reception/dinner on October 29, 2019.
- Additionally your organization will be recognized as a sponsor for the refreshment breaks during the technical meeting.
- Please provide a JPEG or TIF image of your organization's logo to David Meyer at david.c.meyer@boeing.com **no later than October 1, 2019**. The logos will be used on the event website and in the meeting program thanking you for exhibiting/sponsoring.

EXHIBIT RULES AND REGULATIONS

EXHIBIT SPACE CHARGE:

- Exhibit space is open to industry and military member and non-member organizations.
- **Individual display areas of 10'x10' will be inside the meeting conference room for a charge of \$800 per unit.**
- As an exhibitor, you will receive one (1) full registrant badge per 10'x10' unit. Any additional personnel attending will need to register separately for the event.

ASSIGNMENT OF EXHIBIT SPACE:

- Booth space will be allocated on a first come-first served basis.
- Priority for booth assignment will be determined based on the date when both the signed contract and full payment are received.
- **Contract agreements must be returned NLT October 1, 2019.** Exhibitors failing to occupy contracted space are still obligated to pay full exhibit rate as shown in the contract.
- If space is not occupied the host may repossess the space.

RESTRICTIONS:

- The formal notice of space assignment constitutes the completed agreement for the right to use the allotted space.
- The host chapter reserves the right to cancel any contract with any exhibitor at any time prior to or during the technical meeting.
- No exhibitor shall assign, sublet or share the whole or part of any part of the space assigned without the knowledge and written consent of the host chapter.
- All sound must be contained within the booth assigned to the exhibitor and restricted during the technical meeting sessions.
- Advertising material may be distributed only within the assigned exhibit space.
- Aisles and fire exits must be clear.

CANCELLATION:

- **Written notice of exhibit cancellation must be sent no later than October 1, 2019.**
- A \$50 fee will be incurred for any cancellations received by October 1, 2019
- No refunds will be made to exhibitors who cancel after October 1, 2019.

ASSISTANCE and QUESTIONS CONTACT:

David Meyer

Exhibit Chairman, VFS-Hampton Roads Chapter

Phone: 703-414-2411

E-mail: david.c.meyer@boeing.com

CONTRACT FOR EXHIBIT DISPLAY SPACE

**Propulsion & Power Technical Meeting
Hampton Roads Convention Center - Hampton, Virginia USA
October 29-30, 2019**

\$800 per unit please reserve: _____ 10'x10'

Name of exhibiting organization as it should appear in the program/meeting PR materials:

Address: _____

City, State and Zip Code: _____

Name of Exhibit POC
{Print full name}

Exhibit POC Email:

Exhibit POC Contact Number

Signature/Date

Name of Exhibitor Attending as it should appear on badge. Note, as an exhibitor you receive one (1) full registrant badge per 10'x10' unit. Any additional personnel attending will need to register separately for the event.

Please complete the above information and email to jmgibbs@vtol.org or mail with payment in full to:

**The Vertical Flight Society
Attention: Julie M Gibbs
2701 Prosperity Ave., Suite 210
Fairfax, VA 22031**

VFS accepts Checks or Visa, MasterCard, and American Express credit cards. Payment type: Check enclosed [] or Credit Card information listed below []

Credit Card No.

Expiration Date

CCV No.

VFS hereby accepts the above application for exhibit space at the October 29-30, 2019 Propulsion and Power Technical Meeting. We will execute this contract and return a signed copy to the exhibitor's representative.

Julie M. Gibbs, VFS Technical Programs Director: _____