

Transformative Vertical Flight 2024

11th Annual Electric VTOL Symposium

6th Decennial VFS Aeromechanics Specialists' Conference

Feb. 6-8, 2024 | Santa Clara, CA, USA



EXHIBITOR MANUAL



**2700 Prosperity Avenue, Suite 275
Fairfax, VA 22031**

**Tel: 703-684-6777; Website: www.vtol.org
TVF 2024 Event Page: www.vtol.org/tvf2024
E-mail: staff@vtol.org**

Transformative Vertical Flight (TVF) 2024

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Transformative Vertical Flight (TVF) 2024

IMPORTANT DEADLINES

- ASAP and NLT December 1, 2023: Complimentary Registration Badge Information Due
- ASAP Hotel Guest Room Reservation
- January 2, 2024: Certificate of Insurance Due
- January 2, 2024: Exhibitor Appointed Contractor Form Due
- February 5, 2024 (5:00 p.m.): Exhibit Setup Deadline
- February 8, 2024 (7:00 p.m.): Exhibit Dismantling Deadline

Transformative Vertical Flight (TVF) 2024

EXHIBITOR INFORMATION & PROCEDURES

REGISTRATION INFORMATION

TVF 2024 On-Site Registration Hours (Santa Clara Convention Center)

Mon., February 5, 2024: 1:00 p.m. – 5:00 p.m.
Tues., February 6, 2024: 7:00 a.m. – 5:00 p.m.
Wed., February 7, 2024: 7:00 a.m. – 4:00 p.m.
Thurs., February 8, 2024: 7:30 a.m. – 2:00 p.m.

One (1) complimentary meeting registration is provided to each exhibitor for every 10' x 10' unit of exhibit space. The exhibit POC will be sent a form to register their comp registrant(s) when an exhibit contract is signed, the form – on page 12 – is **due ASAP and NLT December 1, 2023**.

There is no exhibit hall booth only or visitor badges – all attendees must register to attend. Additional people can register on the TVF event page at www.vtol.org/tvf2024.

The registration badge includes access to the following:

- Exhibit hall during scheduled hours.
- All technical meeting and symposium sessions.
- All food functions including lunch buffets, reception, and refreshment breaks.
- Badge must be always worn.
- Exhibitor appointed contractors must be identified by company badge or uniform to gain access to the exhibit hall.
- Exhibitors will be identified with an exhibitor ribbon, which will allow access to the exhibit hall 1-hour before opening.

If you have any questions regarding registration, please contact Julie Gibbs at jmgibbs@vtol.org

HOTEL ACCOMMODATIONS

The Hyatt Regency Santa Clara is the official conference hotel for TVF 2024 and is located adjacent to the Santa Clara Convention Center. A discounted group rate of \$289 is available to attendees. **Please make your hotel reservations ASAP as VFS expects the hotel block to sell out quickly.**

Once the room block sells out, any room reservations will be on a space-available basis at the prevailing room rate. All reservations must be guaranteed with a major credit card.

Hotel reservations are being accepted online at:

<https://www.hyatt.com/en-US/group-booking/CLARA/G-TVF2>

**Hyatt Regency Santa Clara
5101 Great America Parkway
Santa Clara, CA 95054 USA**



Transformative Vertical Flight (TVF) 2024

GENERAL EXHIBITOR INFORMATION

EVENT ORGANIZER

Vertical Flight Society
2700 Prosperity Avenue, Suite 275
Fairfax, VA 22031
Phone: 703-684-6777

EVENT VENUE

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054
Phone: 408-748-7000

Exhibit Hall A

BOOTH SPECIFICATIONS & SERVICES

The standard booth unit size is 10' X 10', except for custom-sizes and the booth package includes the following:

- Quality backdrop 8' in height; divider rails 3' in height
- Standard exhibit identification sign bearing the exhibitor's name
- 6ft skirted table w/ two (2) chairs
- Booth carpet and one (1) wastebasket
- 500 watt electrical outlet.

Each exhibitor is entitled to a reasonable sight line from the aisle regardless of exhibit size. Show management reserves the right to determine a "reasonable sight line."

- Exhibit displays shall not exceed 8' in height. Exhibit sidewalls may be as high as 8' extending out only 1/3 of the depth of the booth. The balance of exhibit sidewalls and equipment (to the aisle) must not exceed 3' in height. Only exhibitors with prior written approval from VFS may make exceptions.
- Island exhibits are exempt from the 8' height limitation but must conform to the above rule stating that no walls or equipment will exceed 3' in height within 5' of any aisle. Island displays will be assigned to areas that do not block standard exhibits.
- Booth Sign Height for Island Booths - Bottom of the sign must not be higher than 16'
- Exhibitors bringing aircraft into the Exhibit Hall should notify VFS in advance and request special instructions. Any subsequent changes or requirements must be resubmitted for approval immediately.
- Exhibitors found in violation of these restrictions will be required to make any necessary changes to the exhibit space at their own expense.

INSTALLATION & DISMANTLING OF EXHIBITS

Exhibit Installation Schedule: **Monday, February 5, 2024, 1:00 p.m. – 5:00 p.m.**

All exhibits must be installed and operational by **5:00 p.m., Monday, February 5, 2024**. In the event an exhibit is not fully assembled and operational by this time, VFS reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space.

Exhibit Dismantling Schedule: **Thursday, February 8, 2024, 2:00 p.m.* – 7:00 p.m.**

[*Start time subject to change but will not be any later than 2:00 p.m.]

Exhibits may not be dismantled prior to 2:00 p.m., Thursday, February 8, 2024. Dismantling and removal of exhibits must be completed by 7:00 p.m. on February 8, 2024. All exhibit areas must be left free of debris.

EXHIBIT HALL ACCESS / UNION ADHERANCE

All exhibit display materials are required to come in through the exhibit hall's loading dock entrance. Using the exhibit hall's lobby entrance to deliver exhibit display materials is prohibited by the Santa Clara Convention Center. The event's official service contractor will provide you with complete information for exhibit hall access and material handling of exhibitor materials. Please note that the Santa Clara Convention Center has longstanding agreements with various labor unions that administer exhibitor services. All exhibitors must comply with the labor rules related to their participation as an exhibitor at TVF 2024. Please contact the event's official service contractor if you have any questions.

EXHIBIT SPACE RESTRICTIONS

No exhibitor shall assign, sublet, or share the whole or part of the space assigned without the written consent of the VFS. The display or advertising of a third party's product constitutes sharing space. In the event that the contracted exhibit space is shared without prior consent of the VFS, the contracting exhibitor shall pay an additional exhibiting charge of a minimum of \$2000.00. All demonstrations must be confined to the limits of the exhibit space leased. The aisles must be kept clear. Booth signs, listings, programs, etc., will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the VFS. Advertising material of any description may be distributed only within the confines of the contracted display space. The VFS reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.

TVF 2024 OFFICIAL SERVICE CONTRACTOR:

TRICORD Tradeshow Services is the exclusive on-site contractor for TVF 2024. All exhibitor orders for services and equipment are to be processed and coordinated by Tricord. VFS authorizes Tricord Tradeshow Services to prohibit any EAC (Exhibitor Appointed Contractor) from working at the show unless the exhibitor seeking to use the EAC delivers to TriCord Tradeshow Services (i) notice at least 10 days prior to the show move in date of the use of the EAC and (ii) a Certificate of Insurance that the EAC has the minimum insurance coverage* (specified below) and has TriCord Tradeshow Services as an additional insured on its policies, excluding worker's compensation insurance.

LIABILITY/CERTIFICATE OF INSURANCE

The Vertical Flight Society (VFS), their officers, directors, staff, members, agents, and all other organizations and individuals employed directly or indirectly by the Society in connection with TVF 2024 shall not be liable for any loss, damage, death, or injury resulting from accident, fire, theft, or any cause whatsoever, including, but not limited to, loss or damage to property, death or injury to exhibitors, their employees, agents, guests, the public, and others, during or subsequent to the period covered by the exhibit space contract.

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless VFS and the Santa Clara Convention Center and their affiliated and subsidiary companies and their respective partners, directors, officers, employees, and agents (the Indemnities) against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, including any outside exhibition areas, excluding any such liability caused by the sole negligence of the Indemnities.

In addition, the exhibitor acknowledges that neither the VFS nor any of the Indemnities maintain insurance covering exhibitors' property, nor are they responsible for obtaining insurance covering such property and any loss or damage incurred by an exhibitor.

The exhibiting firm is asked to provide the VFS with a certificate of insurance that carries a minimum of \$1,000,000.00 in liability insurance applicable to its exhibiting at TVF 2024 by **January 2, 2024. A completed COI form may be mailed to VFS (address below) or submitted to jmgibbs@vtol.org.**

EXHIBITOR SERVICE KIT

The Exhibitor Service Kit will be provided to exhibitors via the Tricord website no less than **90 days before move-in**. The online service kit will assist you with renting additional booth furnishing and services for labor, display rental, electrical and utilities, furniture and accessories, telecommunications, catering services, and audio/visual rental.

FIRE REGULATIONS

The local fire laws must be strictly observed. Wiring must comply with the Santa Clara, CA Fire Marshal and Underwriter's rules. Aisle fire exits and fire protection equipment must not be blocked by exhibitors' display or equipment.

Vertical Flight Society

ATTN: TVF 2024

2700 Prosperity Ave. Ste. 275

Fairfax, VA 22031

Email: jmgibbs@vtol.org

Transformative Vertical Flight (TVF) 2024

Deadline: January 2, 2024

INSURANCE FORM SAMPLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

<p>PRODUCER</p> <p style="text-align: center;">YOUR INSURANCE COMPANY NAME AND ADDRESS HERE</p>	<p>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p>												
<p>INSURED</p> <p style="text-align: center;">YOUR COMPANY NAME & ADDRESS HERE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		05/03/15	05/07/15	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 50,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 1,000,000.00 PRODUCTS - COMP/OP AGG \$ 1,000,000.00								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY - EA ACCIDENT \$ BODILY - EA ACC \$ BODILY - AGG \$								
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATUTORY LIMITS</td> <td style="width: 50%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

SAMPLE ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is additional insured under General Liability with regards to Transformative Vertical Flight 2024, February 5-8, 2024

<p>CERTIFICATE HOLDER</p> <p style="text-align: center;">VERTICAL FLIGHT SOCIETY 2700 Prosperity Avenue, Suite 275 Fairfax, VA 22031</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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Transformative Vertical Flight 2024

Exhibitor Appointed Contractor Notification Form

Deadline: January 2, 2024

The exhibitor agrees that if any outside contractor, other than the official service contractor, is to be used for set-up and dismantling, the exhibitor shall submit to VFS the name and contact information for its unofficial service representative working in the exhibit prior to the first day of exhibitor move-in. The outside contractor shall agree to conform to current and acceptable labor contracts.

Exhibitor Information:

Contact: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Certificate of Insurance: Enclosed To be provided Has already been provided

Service Contractor Information:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Show-site Supervisor: _____ Mobile Phone: _____

Certificate of Insurance: Enclosed To be provided Has already been provided

Forward to:
Vertical Flight Society
2700 Prosperity Ave., Ste 275
Fairfax, VA 22031
Phone: 703-684-6777 Fax: 703-739-9279
Email: jmgibbs@vtol.org

TVF 2024 Exhibit Hall Hours and Events

The final agenda will be available on the TVF 2024 event page at www.vtol.org/tvf2024, which will include scheduled time for meeting sessions, lunches, and breaks.

Monday, February 5, 2024

Exhibitor Move-In

1:00 p.m. – 5:00 p.m.

Exhibits must be installed and operational by 5:00 p.m.

Tuesday, February 6, 2024

Exhibit Hall Open

9:00 a.m. – 7:00 p.m.

Refreshment Break

9:30 a.m. – 10:45 a.m. *

Exhibit Hall Lunch

12:00 p.m. – 1:30 p.m. *

Refreshment Break

3:00 p.m. – 3:30 p.m. *

Exhibitor Reception

5:30 p.m. – 7:00 p.m.

Wednesday, February 7, 2024

Exhibit Hall Open

9:00 a.m. – 5:00 p.m.

Refreshment Break

9:30 a.m. – 10:00 a.m. *

Exhibit Hall Luncheon

12:00 p.m. – 1:00 p.m. *

Refreshment Break

3:00 p.m. – 3:30 p.m. *

Thursday, February 8, 2024

Exhibit Hall Open

9:00 a.m. – 2:00 p.m.

Refreshment Break

9:30 a.m. – 10:00 a.m. *

Luncheon

12:00 p.m. – 1:00 p.m. *

Exhibitor Move-Out

2:00 p.m. – 7:00 p.m. *

**Subject to change*

On show days, exhibitors will be permitted to enter the Exhibit Hall one hour before opening. The Society reserves the right to make limited changes to the Exhibit Hall schedule.

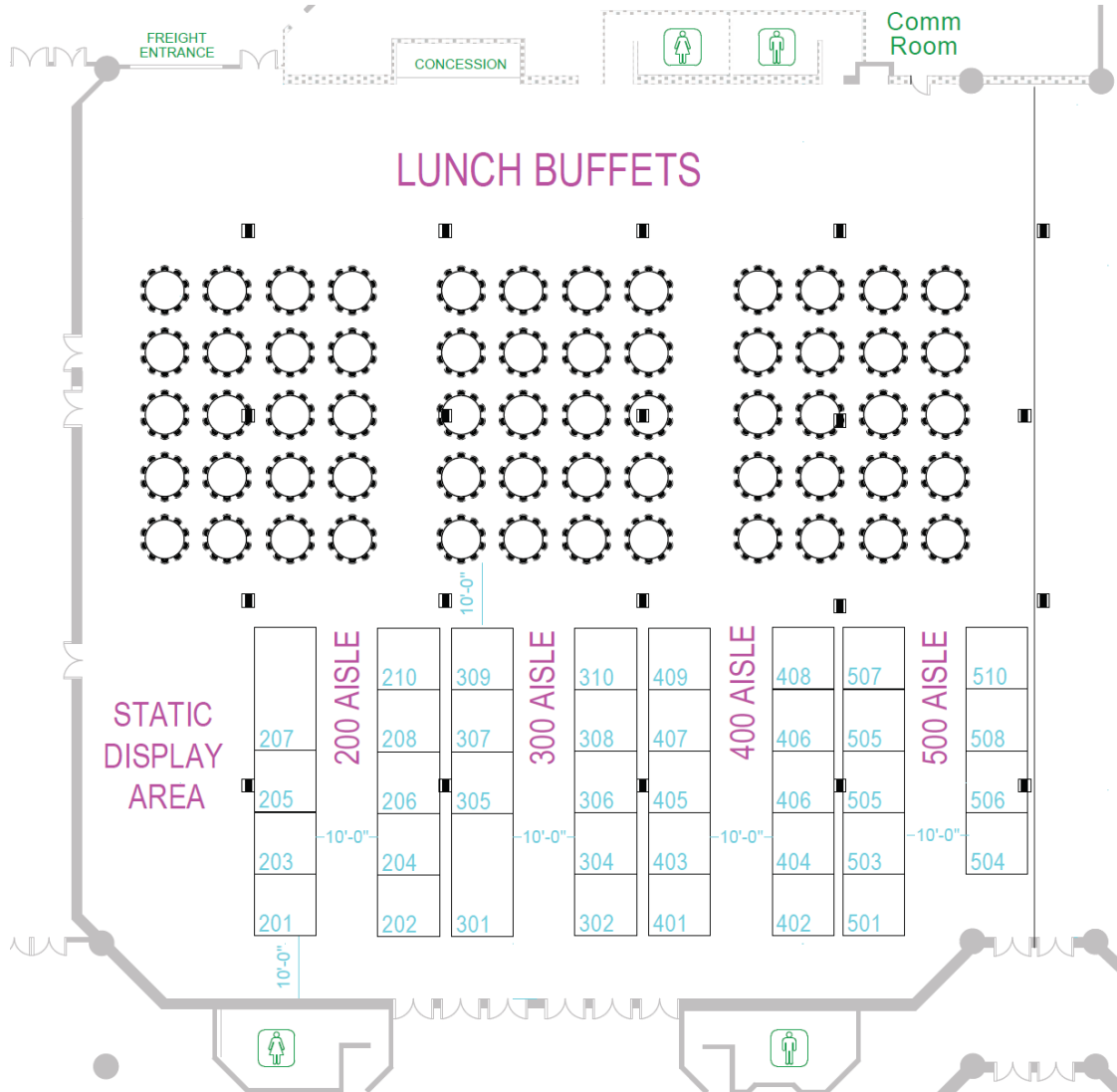
EXHIBIT HALL FLOOR PLAN

Transformative Vertical Flight 2024

February 5-8, 2024

Santa Clara Convention Center - Hall A

Santa Clara, CA



NOTES:

- ALL BOOTHS ARE 10'x10' UNLESS OTHERWISE NOTED
- ALL AISLES ARE AS NOTED
- (35) 10'x10' BOOTHS, - (2) 10'x20' BOOTHS



Transformative Vertical Flight: Feb. 6-8, 2024
Santa Clara Convention Center

TVF Exhibitor: Complementary Registration Form
Return Form ASAP to: jmgibbs@vtol.org

Per the exhibit contract *there are no exhibit hall booth only or visitor badges* – all attendees must register to attend. Additional people can register on the TVF event page at www.vtol.org/tvf2024.

One (1) complimentary meeting registration is provided to exhibitors with a 10' x 10' unit of exhibit space. Please provide the details below:

Name: _____ Organization: _____
Title: _____ Email: _____
Phone: _____ City: _____ State _____

Two (2) complimentary meeting registrations are provided to exhibitors with a 10' x 20' unit of exhibit space. Please provide the details below for the second individual:

Name: _____ Organization: _____
Title: _____ Email: _____
Phone: _____ City: _____ State _____

The registration badge includes access to the following:

- Exhibit hall during scheduled hours.
- All technical meeting and symposium sessions.
- All food functions including lunch buffets (Tuesday & Wednesday), Tuesday evening reception, and refreshment breaks.
- Badge must always be worn.
- Exhibitor appointed contractors must be identified by company badge or uniform to gain access to the exhibit hall.
- Exhibitors will be identified with an exhibitor ribbon, which will allow access to the exhibit hall 1- hour before exhibit hall opening