



## Virginia Association of Science Teachers

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### GENERAL INFORMATION: YOUR BOOTH REGISTRATION WITH VAST.

**10' X 10' BOOTH PACKAGE INCLUDES:** 8' back drape (Black), 3' side rails (Black), One 6' table (white top, Black skirt), two chairs, waste basket, and ID sign.

**EXHIBITOR MOVE IN:** Exhibitor move in is **Thursday, November 14, 2024** - 10:00 am – 5:00 pm.

**SHOW DATES & HOURS:** **Thursday, November 14, 2024** – 7:30 pm – 9:00 pm. **Friday, November 15, 2024** – 7:30 am – 10:30 am then 12:30 pm – 6:00 pm. **Saturday, November 16, 2024** – 7:30 am – 12:15 pm.

**EXHIBITOR MOVE OUT:** **Saturday, November 16, 2024** – 12:15 pm – 2:00 pm. The exhibit hall must be completely clear of exhibit materials by 2:00 pm Saturday November 16, 2024.

**DRAYAGE SERVICE/MATERIAL HANDLING/LABOR:** Premier Exhibit is the official show drayage and material handling contractor. See forms in this Exhibitor Kit regarding advance and direct shipping. To avoid additional storage and handling charges, be sure all freight has the appropriate completed bills of lading. Blank bills of lading are available at the Premier Exhibit Services Booth in the Exhibit Hall. For outbound FedEx / UPS – Bring or arrange to have pre-printed labels to place on each package.

**ELECTRICITY:** Electricity is not included. Order direct from DoubleTree Williamsburg. See page 11-13.

**FURNITURE RENTAL:** The official show decorator/furniture rental supplier is Premier Exhibit. All pre-ordered booth furnishings will be delivered to your exhibit space during set-up. For on-site order availability, changes, or questions visit the Premier Exhibit Services Booth in the President's Ballroom.

**LABOR:** For booth display set-up assistance and dismantle. Supplied by Premier Exhibit. See labor form in Exhibitor Kit.

**SAFETY:** Show Management reserves the right to prohibit, restrict, or require the alteration or removal of any exhibit which is deemed unsafe, dangerous, or detracts from the general character of the Show. Take the necessary precautions to demonstrate equipment safely. All exhibits must conform to local fire codes and other restrictions.

**SECURITY:** Entrance doors to the Exhibit areas will not be locked during non-exhibit hours due to hotel protocol. Exhibitors are reminded to take proper precaution to secure valuable materials.

**THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL  
2024 PROFESSIONAL DEVELOPMENT INSTITUTE.**





Virginia Association for Science Teachers  
 2024 Sponsorship & Exhibitor Packages  
 VAST PDI November 14 - 16, 2024, Williamsburg, VA

*Impacting 4,000+ teachers, principals, supervisors, and superintendents of private, public, and home schools.*

Sponsorship Benefit Levels				
	Bronze \$1,000	Silver \$2,500	Gold \$5,000	Custom
Sponsor page in the app where you can add a short video, company information, logo and link.	X	X	X	X
One rotating banner on the PDI Whoova app.	X	X	X	X
Acknowledgement in print and online materials	X	X	X	X
Ad in the newsletter.	¼ pg.	½ pg.	Full pg.	Full pg.
E-blast distributed to all VAST members.		X	X	X
One complimentary premium display booth.		X	X	X
Verbal recognition at general sessions and your logo displayed on a slide		X	X	X
Opportunity to publish an article in the newsletter			X	X
Option to distribute novelty advertising items at the registration desk.			X	X
Screen logo during the opening session			X	X
Opportunity to address attendees during one of the general sessions				X
Invitation to attend the session with a photo opportunity.				X
Opportunity to be the sole or an elite corporate sponsor				X
Recognition during Exhibit Hall events including 30 seconds to speak during a door prize giveaway event				X
<b>Breakfast Sponsor:</b> \$10,000 (Includes signage.)				X
<b>Awards &amp; Dinner Sponsor:</b> \$12,000 (Photo opportunities and signage, speak at the event.)				X
<b>A/V Sponsor:</b> \$15,000 (Includes signage for every room.)				X

Exhibitor Booths	Commercial \$675	Non-Profit \$380
One table with 2 chairs, pipe and drape, wastebasket, and signage.	X	X
One free presentation slot. ( <i>Registration payment and online presentation must be received by June 15, 2024, to receive this benefit.</i> )	X	X
Exhibitor app page to add a short video, company info, logo, and link.	X	X
Conference wifi access.	X	X
Acknowledgment in print and online materials	X	X
Access the attendee list before and after the event in the WHOVA app.	X	X



# Virginia Association of Science Teachers, Inc.

## Digital Advertising Contract

Jan. (#3), Mar. (#4), May, (#5) July, (1#), Oct. (#2)

Virginia Association of Science Teachers, Inc. accepts advertisements for inclusion in digital issues of *The Science Educator* newsletter. Issues are sent to approximately 2000 science educators statewide in Virginia and posted on our website.

**Note:** Advertisers must agree to the following terms, sign, and send this contract to the VAST Treasurer & Editor as soon as possible.

- 1) Advertiser agrees to protect and save harmless Virginia Association of Science Teachers, Inc. (VAST) from any suits for the violation of right to privacy, plagiarism, copyright infringement, and any and all claims in connection with the advertisements referred to in this contract and assumes liability for all the content of advertisements printed and for any claim arising from there made against VAST.
- 2) Only authorized personnel for the Advertiser may execute this contract.
- 3) Advertisements should be sent to the editor by:
 

<b>Winter</b> (#3 Issue) January 1	<b>Spring</b> (#4 Issue) March 1	<b>Late Spring</b> (#5 Issue) May 1
<b>Summer</b> (#1 Issue) July 10	<b>Fall</b> (#2 Issue) October 1	

Contracts should be received by the treasurer prior to the editor's "issue due dates" indicated above. Enclosing your payment with a contract, reduces organizational costs. To be billed, order below and an invoice will be mailed upon receipt of your contract. All invoices are due upon receipt. Any balance due after 30 days is subject to 1.5% interest per month (18% yearly).
- 5) The right to decline any advertisement VAST deems to be inappropriate or contrary to the mission of VAST.
- 6) Discounts do not combine; but the highest discount will be honored.

*All ads for the Digital Newsletters may be in full color or black and white with no change in cost.  
 You may include a live link to your website for no added cost. Please send ads in a print quality version (200 dpi)  
 Please contact the [editor](#) with any questions. We post all newsletters on our [website](#) also.  
 For forms and past issues go to: [www.vast.org](http://www.vast.org) click on "Publications"*

Company \_\_\_\_\_ E-mail or Phone \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I agree to all terms:

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Title \_\_\_\_\_

Digital Web Newsletter <i>The Science Educator</i>	1 issue	2 issues	3 or 4 issues	Please select the issue(s) you would like.	Cost of your ad(s)
Full page (7.5" w x 10" h) *	\$350 each	\$325 each	\$300 each	___ #4 3/1/ ___ ___ #5 5/1/ ___ ___ #1 7/1/ ___ ___ #2 10/1 ___ ___ #3 1/1	
Half page (7.5" w x 5" h) *	\$200 each	\$190 each	\$170 each	___ #4 3/1/ ___ ___ #5 5/1/ ___ ___ #1 7/1/ ___ ___ #2 10/1 ___ ___ #3 1/1	
Quarter page (3.75" w x 5" h) *	\$150 each	\$140 each	\$130 each	___ #4 3/1/ ___ ___ #5 5/1/ ___ ___ #1 7/1/ ___ ___ #2 10/1 ___ ___ #3 1/1	
Eighth page (3.75" w x 2.5" h) *	\$100 each	\$95 each	\$90 each	___ #4 3/1/ ___ ___ #5 5/1/ ___ ___ #1 7/1/ ___ ___ #2 10/1 ___ ___ #3 1/1	

**Live link for your ad:**

Ads to be camera ready. Preferred formats PDF, JPG, PNG, Word, Pages, InDesign.	Total Cost of ads:	
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**PAYMENT SUMMARY**

**Check Payable to VAST (Fed ID #54-1265890)** Check # \_\_\_\_\_ Amt. Enclosed: \_\_\_\_\_ Total Amount: \_\_\_\_\_

**Charge Credit Card** # \_\_\_\_\_ Type Card \_\_\_\_\_ Expires mm/yy \_\_\_\_\_ Total of all sections.

V # \_\_\_\_\_ Name on Card/Authorized Signature \_\_\_\_\_

Contact Susan Booth, VAST Executive Director, with your advertising form, a copy of payment, and your ad.  
[executive.director@vast.org](mailto:executive.director@vast.org)

Send advertising form & payment to: Dr. Paula Leach, Treasurer <a href="mailto:treasurer@vast.org">treasurer@vast.org</a> 7425 Wild Senna Terrace, Moseley, VA, 23120	Send advertising form & your advertisement(s) to: Jean Foss, Editor <a href="mailto:newsletter@vast.org">newsletter@vast.org</a> 109 St. Ives Rd., Charlottesville, VA, 22911
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# RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**



Virginia Association of Science Teachers

Orders must be received by Friday November **7, 2024**.  
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

### SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$45.00	\$55.00	
	Molded Plastic Folding Chair	\$25.00	\$30.00	
	Bar Stool	\$30.00	\$40.00	
	Upholstered High Back Stool	\$50.00	\$75.00	
	Office Chair	\$175.00	NA	

### ACCESSORIES

Qty.		Advance Price	Show Price	Amount
	Waste Basket with Liner	\$15.00	\$20.00	
	Floor Easel	\$25.00	\$30.00	
	Bag Rack	\$65.00	\$75.00	
	Literature Rack	\$105.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$55.00	\$65.00	

### TABLE TOP RISERS & DRAPING

Qty.		Advance Price	Show Price	Amount
	6'x 1'x 12" Riser / Draped	\$55.00	\$65.00	
	8'x 1'x 12" Riser / Draped	\$65.00	\$75.00	

### TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$75.00	\$90.00	
	6'x 2' Standard 30" High	\$85.00	\$100.00	
	8'x 2' Standard 30" High	\$95.00	\$105.00	
	4'x 2' Raised 42" High	\$90.00	\$110.00	
	6'x 2' Raised 42" High	\$100.00	\$120.00	
	8'x 2' Raised 42" High	\$115.00	\$135.00	

Skirted tables include vinyl top & pleated skirt on three sides.

#### Drape Colors

White  Blue  Black  Red

### FOURTH SIDE TABLE SKIRT

Qty.		Advance Price	Show Price	Amount
	30" High Table	\$18.00	\$28.00	
	42" High Table	\$24.00	\$34.00	

### ROUND TABLES & LINENS

Qty.		Advance Price	Show Price	Amount
	3' Round Table (30" High)	\$75.00	\$85.00	
	5' Round Table	\$95.00	\$115.00	
	36"R Pedestal Table (42" H)	\$85.00	\$100.00	

**PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.**

**CANCELLATION POLICY:**  
Items cancelled after move-in begins  
will be charged at 50% of original price.

TOTAL YOUR ORDER HERE	
Sub-Total .....	\$ _____
.....	\$ _____
<b>TOTAL DUE .....</b>	<b>\$ _____</b>

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event VAST

Williamsburg DoubleTree

November **14 - 16, 2024**

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_

Booth # \_\_\_\_\_



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEServices.com  
 www.premierEEServices.com

# DRAYAGE SERVICE ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
 PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
 FORM AND RETURN WITH YOUR ORDER !!

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:**

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  
*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$55.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)  
 Small Box Rate \$25.00 per box (Must be less than 30 lbs)

**Advance Shipments will be received**  
 Between 10/31/24 through 11/8/24

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

**SERVICE B - DIRECT SHIPMENT TO SHOW SITE: NO DIRECT SHIPMENTS ACCEPTED**

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments!  
 Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  
*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$52.00 PER CWT (100 lbs.) per shipment.  
 Small Box Rate \$20.00 per box (Must be less than 30 lbs)

**Direct Shipments will ONLY be received during the following dates & times**



Not Applicable

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

**EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:**

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Your Company Name VAST Booth _____ c/o Premier Exhibit & Event 8411 Sanford Dr Henrico, VA 23228	Not Applicable

**SPECIAL SERVICES:**

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_

Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

(# of CWT's) x \$ \_\_\_\_\_ (Rate) TOTAL AMOUNT DUE FOR DRAYAGE: \$ \_\_\_\_\_  
 TOTAL AMOUNT SPECIAL SERVICES: \$ \_\_\_\_\_  
 GRAND TOTAL DUE THIS ORDER: \$ \_\_\_\_\_

ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER

Name of Event VAST  
 Williamsburg DoubleTree  
 November 14 - 16, 2024

## **LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY**

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between October 31 through November 8, 2024. Shipments will be charged an additional delivery fee if after November 8, 2024. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!  
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE HOTEL, IN MOST INSTANCES, HAS NO FACILITIES FOR  
RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT) NOT AVAILABLE**

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED  
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW** will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**

# ADVANCE WAREHOUSE

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO:

PREMIER EXHIBIT  
8411 Sanford Dr.  
Henrico, VA 23228

VAST

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Must arrive between 10/31/24 - 11/8/24

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

Premier Exhibit  
& Event Services  
*A Red Carpet Experience Every Time*



SHIP TO:

PREMIER EXHIBIT  
8411 Sanford Dr.  
Henrico, VA 23228

VAST

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Must arrive between 10/31/24 - 11/8/24

## EXHIBIT & TEMPORARY LABOR ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!



Virginia Association of Science Teachers

All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

**Straight time** rate of \$80.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply

**Overtime** rate of \$120.00 per hour is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
						<b>SUB-TOTAL</b>	
						<b>SUPERVISION CHARGE</b>	
						<b>GRAND TOTAL</b>	

Exhibitor will furnish supervision for  Installation  Dismantling  
Premier Exhibit to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Name of event \_\_\_\_\_ Booth No. \_\_\_\_\_

VAST  
Williamsburg DoubleTree  
November 14 - 16, 2024



### STEP 3

#### Rules and Regulation

1. **Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Doubletree Williamsburg Hotel's Engineering department.**
2. **Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)**
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Williamsburg, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

### BOX HANDLING/STORAGE

### STEP 4

- ◆ Address incoming boxes as follows:

*Mr./Ms. Contact Name*  
*Name of Your Company*  
*c/o (meeting name and start date)*  
**Doubletree by Hilton Williamsburg Hotel and Conference Center**  
**50 Kingsmill Road**  
**Williamsburg, Virginia 23185**  
**Attention: Ashleigh Goodwin, Event Manager**

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

#### Out-going:

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Please make sure that you have scheduled a pick-up for your package.
- ◆ Please take your shipment to the front desk.
- ◆ Large boxes and exhibit cases need to remain in the exhibit area, however the Banquet's Department will still assist with making the arrangements.
- ◆ Questions should be directed to your Event Manager prior to the meeting.

**HARDWIRE INTERNET**

**STEP 5**

Description	Rates	# of Days	Amount
High Speed Internet Line (T1)	\$150.00 per day	_____	_____
<b>Total Charges:</b>			<b>\$_____</b>

**BANNER INFORMATION**

**STEP 6**

Banner Fee Information	# of Banners	Cost per banner	Total Banner Charges
Hang Banners	_____	\$50.00	\$_____
Hang Banners w-out 24 hour notice	_____	\$150.00	\$_____
<i>Banners to be delivered to your catering/conference services manager at least four hours prior to function.</i>			
<i>Banners to be hung (location in room): _____</i>			

Audio Visual equipment is available by reaching out to John Kissell at Encore AV at [john.kissell@encoreglobal.com](mailto:john.kissell@encoreglobal.com)

**Disclaimer: The Doubletree by Hilton Williamsburg Hotel and Conference Center is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.**

**STEP 7**

<b>Payment:</b>	<b>Total Electrical Charges:</b>	\$_____
	<b>Total Hardwire Charges:</b>	\$_____
	<b>Total Banner Charges:</b>	\$_____
	<b>Total Charges from above:</b>	\$_____
	<b>Plus \$25 Late fee if applicable</b>	\$_____
	<b>Plus Tax (5%)</b>	\$_____
	<b>Total Amount Due with tax:</b>	\$_____
<b>Note: Credit cards will be charged upon receipt of this form.</b>		

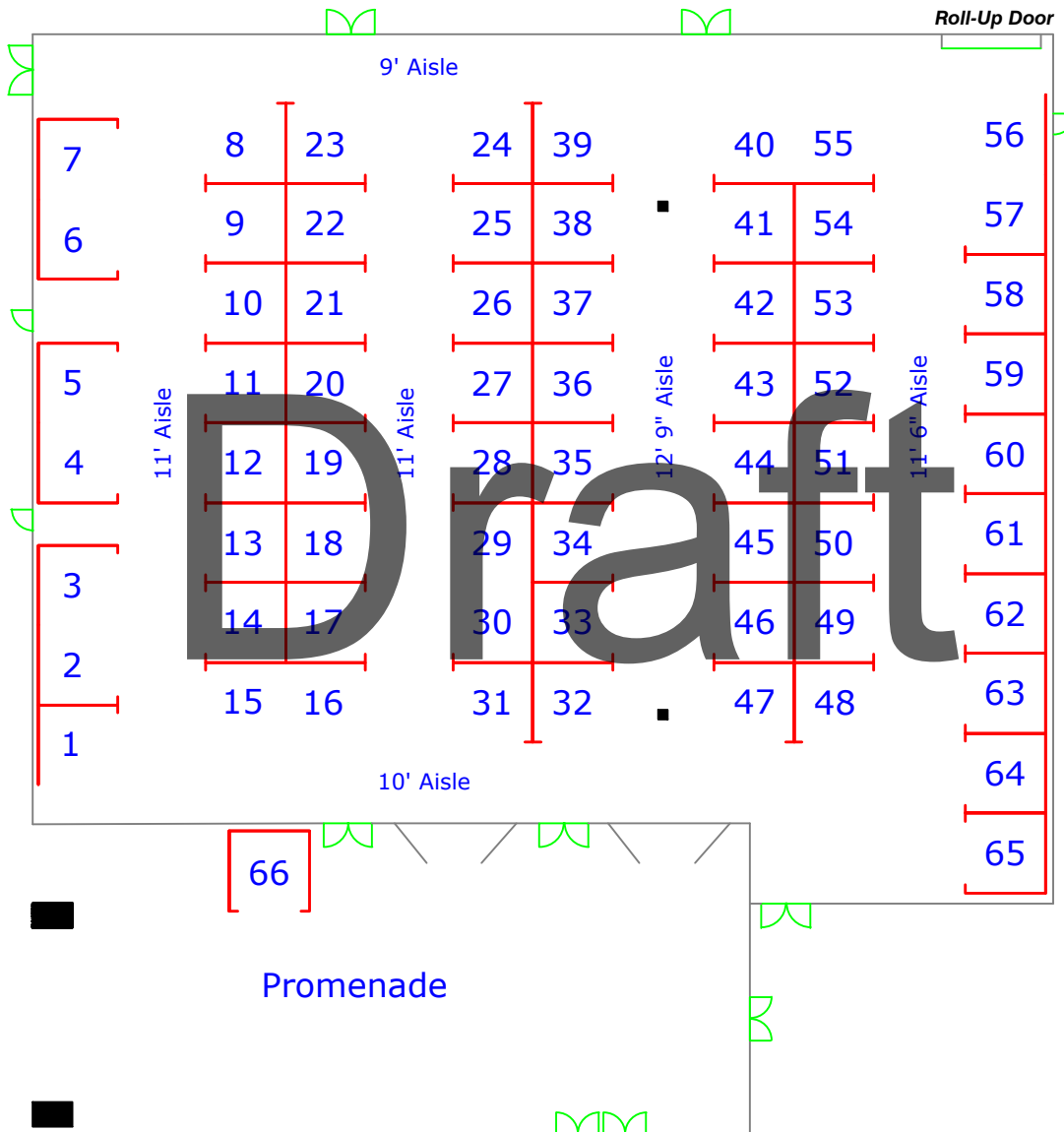
Fax or mail completed form to:

**Doubletree by Hilton Williamsburg Hotel and Conference Center  
Sales and Catering Department  
50 Kingsmill Road  
Williamsburg, Virginia 23185  
Phone: 757-220-2500  
Email: [Ashleigh.goodwin@shaminhotels.com](mailto:Ashleigh.goodwin@shaminhotels.com)**

# DoubleTree by Hilton Hotel

Williamsburg, VA

## Presidents Ballroom



Ballroom (66) Booths

Premier Exhibit &  
Event Services

Richmond, VA  
(804) 519-3309





## LIMITS OF LIABILITY

1. PREMIER shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.
2. PREMIER will not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's space.
3. PREMIER shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's space for re-loading after the show.
4. PREMIER not be liable to any extent whatsoever for any actual, potential, of assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitors material which make it impossible to exhibit same.
5. The consignment of delivery of a shipment to PREMIER by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. PREMIER shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. PREMIER shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. PREMIER liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of PREMIER is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1000.00 per shipment. This applies while these goods are in PREMIER custodial care.
7. Claims for loss or damage which are not submitted to PREMIER within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against PREMIER Exhibit Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills(i.e., one lot, 800 cu.ft., etc), such as UPS or van lines will be delivered to the exhibitor's space without guarantee of piece count or condition. No liability will be assumed by PREMIER for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. PREMIER assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without PREMIER labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. PREMIER will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose space shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with PREMIER relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to PREMIER for Drayage or any other services provided by PREMIER as an offset against the amount of the alleged loss or damage. Instead, they agree to pay PREMIER at the close of the show for all such charges, and they further agree that any claim they may have against PREMIER shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. A Service Charge of 1 ½% per month on any unpaid balance will be made starting 30 days after the date of the invoice.
14. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pickup within the time limited for the removal of exhibitor's materials at the Hotel, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
15. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
16. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.