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Parliamentarian

The Virginia Baptist State Convention, Inc.

22 East Church Street – Suite 208
Martinsville, Virginia 24112



Dr. Charles R. Whitfield, President

(276) 403-4210

www.thevbosc.org

whitfield10@comcast.net

Dear Potential Exhibitor:

Let me begin by stating that we are extremely excited, as we are preparing for our 153rd Annual Session of The Virginia Baptist State Convention, Inc. The annual session will be held Monday, May 11 – Thursday, May 14, 2020, at the DoubleTree by Hilton, 50 Kingmills Road, Williamsburg, VA 23185.

We would like you to become partners with the VBSC, Inc. as an Exhibitor for this year's annual session. The exhibitor area will be accessible to all conference attendees. Spaces will be assigned on a **first-paid basis**. ALL are prohibited from changing their assigned space.

The cost for each booth is **\$300.00**, which includes (1) 6-ft. table and table covering (2) chairs (1) wastebasket and (1) sign. Additional 6' tables are \$25.00 each.

If you wish to place an ad in the Convention Program Booklet the advertising rates are: Full page: \$200.00 – Half Page: \$100.00.

Registration deadline for vendors and placing ads is April 1, 2020. Booth spaces are limited. A hard copy of your ad may be mailed to the address below. Submissions may also be attached in an email to the convention, using the following formats: JPEG, TIF, PDF, Microsoft Word or Microsoft Publisher. We encourage you to submit your form(s) and payment early, booth spaces will be assigned on a first-received basis. Please send the enclosed application form(s) along with your check or money order payable to:

The Virginia Baptist State Convention, Inc.
22 East Church Street, Suite 208
Martinsville, VA 24112
ATTN: Exhibit Booths / Ads

We look forward to seeing you at the Annual Session. For additional information please visit our Web site at www.thevbosc.org or contact Mervin Brown, Jr. at (276)790-8367 or by email at vbosc1867@gmail.com.

Sincerely,

Dr. Charles R. Whitfield
President of the Virginia Baptist State Convention, Inc.

"Rediscovering the Kingdom of God..."
THROUGH
TRANSFORMATIONAL DISCIPLESHIP
Matthew 6:33

GUIDELINES FOR VENDER BOOTH EXHIBITS

1. The Exhibit Area is the only location for booths or exhibits.
2. All equipment, fixtures, and items **must be contained within your allotted space**. Additional tables and chairs may **not** be used to set up another booth unless previously authorized and approved.
3. Exhibits will be open Monday, May 11 - Thursday, May 14, 2020. All exhibits can be set up on Sunday, May 10, 2020, from 3:00 pm – 8:00 pm, and must be completely dismantled by 10:00 am. on Friday, May 15, 2020.
4. The Convention forbids the sale of bootleg, illegal, copyrighted or patented products/materials.
5. The sale of food items is **strictly** prohibited.
6. A posted sign is required stating your return policy for products.
7. Exhibitors may be required by the Commonwealth of Virginia to pay a state Sales Tax. The payment of taxes is the responsibility of the vendor and not The Virginia Baptist State Convention, Inc.
8. You are prohibited from using or selling items that bear the name, logo, or mark of “The Virginia Baptist State Convention, Inc.” (VBSC) unless approved by the VBSC President in writing prior to production of the items.
9. Cancellation policy: All pre-registered/paid Exhibitors who desire to cancel must send a written notice prior to April 30, 2020. A \$75.00 service fee will be retained for all cancellations. A \$35.00 charge will be assessed for all returned or NSF checks. There will be **NO** refunds issued after April 30, 2020.
10. Exhibit Application and Contract Will Not Be Processed Without Accompanying Payment.

VIOLATION OF THESE RULES MAY RESULT IN THE FORFEITURE OF FEES, AND EXHIBITORS WILL BE ASKED BY AUTHORIZED CONVENTION PERSONNEL TO IMMEDIATELY VACATE THE PREMISES.

Disclaimer: The Virginia Baptist State Convention, Inc. (VBSC) does not provide security and is not responsible for bodily injury, product damage, pilferage, and or robbery. The Hotel does not provide security and is not responsible for bodily injury, product damage, pilferage, and or robbery. **Exhibitor** assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the hotel, its owners, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. **Exhibitor** shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers which result from any act or omission on the part of the exhibitor. **Exhibitor** agrees to defend, indemnify and hold harmless The Virginia Baptist State Convention, Inc., its owners, managers, officers or directors, agents employees, subsidiaries and affiliates from any damages or charges resulting from **Exhibitor's** use of the property. **Exhibitor's** liability shall include all losses, costs, damages, or expenses arising from or out of by reason of any accident or bodily injury or other occurrences to any person or persons including the **Exhibitor**, its agents, employees and businesses which arise from or out of the **Exhibitor's** occupancy and use of the exhibition premises, the Hotel or any part thereof.



153rd Annual Session

May 11 – 14, 2020

DoubleTree by Hilton

50 Kingsmill Road, Williamsburg, VA 23185

Exhibit Booth Registration

Limited
Availability Remaining

Exhibit Booth Information

Booth Rate:	\$300.00 per booth (includes table, table covering, chairs, waste basket & sign) Extra tables are available for a \$25.00 fee.
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Please mail this registration form and payment (in the form of a cashier check/money order) to
The Virginia Baptist State Convention, Inc.
ATTN: Convention Administrator - Mervin L. Brown
22 East Church Street, Suite 208
Martinsville, VA 24112
DEADLINE – April 1, 2020
Forms may also be emailed to vbsc1867@gmail.com

Please make checks payable to: *The Virginia Baptist State Convention, Inc.*

Upon acceptance of this application, information on shipping procedures, electricity and internet connection will be sent via email.

Important Note: There will be no refunds. Credit towards a future event and/or fee adjustments may be granted at the discretion of the Convention Administrator in cases with extenuating circumstances. **NO EXCEPTIONS.**

Exhibitor Contact Information

Contact Name:	
Address:	
Phone #:	
Email:	

Exhibit Information

Company/Organization:	
Merchandise/Service offered:	
Website:	
Number of Booths:	
Are extra tables needed? (\$25.00 fee)	___ Yes ___ No
Total Amount:	

Please sign below to acknowledge that you have read and understand the *Exhibit Booth Information* and provided accurate *Contact Information* and *Exhibit Information* above:

Signature: _____ **Date:** _____

For The Virginia Baptist State Convention, Inc.

Reviewed By:	Date:
Check #:	Amount: