



The 225<sup>th</sup> Annual Convention of the Diocese of Virginia  
November 14-16, 2019, Crystal City Gateway Marriott Hotel, Arlington, Virginia

**Exhibitor Information:**

**Organization Name**

**Exhibitor Terms and Conditions**

- The exhibitor assumes the entire responsibility and liability for losses, damages or claims arising out of the exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, its owner and its management company, as well as their respective agents, servants and employees, and the Diocese of Virginia, its agents, servants and employees from any and all such losses, damages and claims.
- Set up for exhibits is from 5 p.m. to 7 p.m. on Thursday, November 14, 2019 and 7 a.m. to 11 a.m. on Friday, November 14. Tables must be dismantled no later than 3:00 p.m. on Saturday, November 16.
- The exhibit registration fee includes one 3ft. x 6ft. skirted table, one trash can and two chairs. Extension cords, easels, Internet connections and other setups are available from the Crystal City Gateway Marriott for an extra charge.
- Neither the Diocese of Virginia nor the Crystal City Gateway Marriott will be held responsible for unsupervised equipment. Local security will be on duty day and night, but valuables are the responsibility of each exhibitor.
- **Exhibit space is limited, is assigned based on receipt of registration fee payment and is provided at the sole discretion of the Diocese of Virginia.**

**Contact Information (Required)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Exhibitor Fees—Both sections must be completed.  
(Registration fee includes one table. Additional tables and electrical hook-up are extra.)**

**A. Registration**

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| <p><b>Diocese of Virginia Exhibitor—\$100 Registration Fee</b><br/>(Committee, Commission, Church or related organization. Related organizations include ECW, Virginia Diocesan Homes, Trustees of the Funds, Diocesan Missionary Society, Shrine Mont, Roslyn, Church Schools in the Diocese of Virginia, the Peter Paul Development Center, AJCES and Bloomfield, Inc.)<br/> <b>\$100</b> + Additional Tables @ <b>\$40.00</b> each (#) _____ + <b>\$55.00</b> If Electrical Hook-up = _____ Total</p> |
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| <p><b>Other Non-profit Exhibitor—\$200 Registration Fee</b><br/> <b>\$200</b> + Additional Tables @ <b>\$40.00</b> each (#) _____ + <b>\$55.00</b> If Electrical Hook-up = _____ Total</p> |
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| <p><b>Commercial Exhibitor—\$300 Registration Fee</b><br/> <b>\$300</b> + Additional Tables @ <b>\$40.00</b> each (#) _____ + <b>\$55.00</b> If Electrical Hook-up = _____ Total</p> |
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**B. Staff**

This fee includes admission to breakfast on Friday and Saturday mornings, and the Thursday and Friday night receptions. This fee does not include the cost of lodging. Room reservations must be made directly with the Richmond Marriott.

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| <p><b>Diocese of Virginia Exhibitor Staff—\$50/person</b> _____ x \$50 = _____ Total<br/> <b>Names:</b> _____</p> |
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| <p><b>Other Non-Profit &amp; Commercial Organization Staff—\$70/person</b> _____ x \$70 = _____ Total<br/> <b>Names:</b> _____</p> |
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**Registration and Staff Fee Grand Total (Section A + Section B) \$ \_\_\_\_\_**

**Payment**

**Payment Enclosed:** \$ \_\_\_\_\_ (checks only through this registration form, no cash)

Please make checks payable to 'The Diocese of Virginia.'

Mail check with your completed registration form to: **Stuart-Fisher Meeting Management**  
**1119 Caroline Street**  
**Fredericksburg, Virginia 22401**  
[ctaltaffer@verizon.net](mailto:ctaltaffer@verizon.net)

or: Please charge \$ \_\_\_\_\_ to the following Diocese of Virginia Committee or Commission:

Questions? Please contact Courtenay Altaffer at [ctaltaffer@verizon.net](mailto:ctaltaffer@verizon.net) or 804-313-1254.

**Deadline for Registration is Friday, November 1, 2019**

