



**Exhibitor Registration 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 3:00 p.m. to 7 p.m. on Thursday, November 2, 2023 and 7 a.m. to 11 a.m. on Friday, November 3. Tables must be dismantled no later than 2:00 p.m. on Saturday, November 4.
- The exhibit registration fee includes one 10'x10' trade show booth with a 3' x 8' skirted & draped table and two chairs. Internet access within the facility is free.
- Neither the Diocese of Virginia nor the Fredericksburg Expo 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**

**Diocese of Virginia Exhibitor— No Registration Fee**

Committees, Commissions and Related Organizations of the Diocese of Virginia.

Check Additional Table if needed \_\_\_\_\_ Check Electrical Hook-up if needed \_\_\_\_\_

**Other Non-profit Exhibitor—\$250 Registration Fee**

**\$250** + Additional Tables @ **\$50.00** each (#) \_\_\_\_\_ + **\$100.00** If Electrical Hook-up = \_\_\_\_\_ Total

**Commercial Exhibitor—\$400 Registration Fee**

**\$400** + Additional Tables @ **\$50.00** each (#) \_\_\_\_\_ + **\$100.00** If Electrical Hook-up = \_\_\_\_\_ Total

**B. Staff**

This fee includes admission to Grab & Go breakfast on Friday and Saturday mornings and Friday lunch. This fee does not include the cost of lodging. Room reservations must be made directly with the hotels nearby.

**Other Non-Profit & Commercial Organization Staff—\$50/person** \_\_\_\_\_ x \$50 = \_\_\_\_\_ Total

**Names:** \_\_\_\_\_

**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)

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

**Deadline for Registration is Friday, October 20, 2023**