



The 222nd Annual Convention of the Diocese of Virginia
January 26-28, 2017, Hyatt Reston Hotel, Reston, 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.
- Registration for exhibitors is from 5 p.m. to 7 p.m. on Thursday, January 26 and 7 a.m. to 10 a.m. on Friday, January 27. Tables must be dismantled no later than 3:00 p.m. on Saturday, January 28.
- 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 Hyatt Reston for an extra charge.
- Neither the Diocese of Virginia nor the Hyatt Reston 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—\$100 Registration Fee

(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.)

\$100 + Additional Tables @ **\$40.00** each (#) _____ + **\$65.00** If Electrical Hook-up = _____ Total

Other Non-profit Exhibitor—\$200 Registration Fee

\$200 + Additional Tables @ **\$40.00** each (#) _____ + **\$65.00** If Electrical Hook-up = _____ Total

Commercial Exhibitor—\$300 Registration Fee

\$300 + Additional Tables @ **\$40.00** each (#) _____ + **\$65.00** If Electrical Hook-up = _____ Total

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 Hyatt Reston.

Diocese of Virginia Exhibitor Staff—\$50/person

_____ x \$50 = _____ Total

Names: _____

Other Non-Profit & Commercial Organization Staff—\$70/person

_____ x \$70 = _____ 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**
904 Princess Anne St., Suite 204-A
Fredericksburg, Virginia 22401- 5801
ctaltaffer@verizon.net

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

Questions? Please call 540-368-5633 or 804-313-1254 and ask for Courtenay Altaffer (ctaltaffer@verizon.net)

Deadline for Registration is Friday, January 13, 2017