

**Vendor Area Application**  
**Part of the 2012 Monument City Classic Volleyball Tournament**

**How to secure space:**

All exhibit space will be sold on a first come first serve basis. Booths will not be held without payment in full.

**The deadline for application is Friday, January 6, 2012 or when booth space fills.**

Please send your completed Exhibitor Registration / Vendor Agreement and payment in to:

Richmond Volleyball Club  
Attn: Karen Hufford  
2921 Byrdhill Rd  
Richmond, VA 23228

**Event Location:**

Richmond Convention Center  
403 North Third Street  
Richmond, VA 23219

**Set Up:**

Friday, January 13<sup>th</sup>  
12 p.m – 5 p.m.

**Event Hours:**

Saturday, January 14<sup>th</sup>  
Vendor Hours 8 a.m - 8 p.m.  
Sunday, January 15<sup>th</sup>  
Vendor Hours 8 a.m - 8 p.m.  
Monday, January 16<sup>th</sup>  
Vendor Hours 8 a.m – 12 p.m  
Breakdown 12 p.m.- 4 p.m.



## VENDOR RULES & REGULATIONS

### **Payment/Cancellation Policy:**

Payment in full must accompany application. Make checks payable to Richmond Volleyball Club. All cancellation requests must be made in writing. It is understood and agreed that exhibitors canceling forfeit 25% of booth rental fee. NO REFUNDS 10 DAYS PRIOR TO EVENT.

**Booth Space:** Space rental fees must be received no later than January 7, 2011. Exhibits shall be arranged so that they will not obstruct the walkways of general view and will not obstruct other exhibitors. All booth and exhibit materials must fit within the dimensions of the booth.

**Fire, Safety, Health & Regulations:** Exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the Richmond Convention Center (the "Owner") covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Exhibitor shall take necessary fire precautions.

**Sub-letting of Space:** Exhibitor shall not assign, sublet or apportion the whole or any parts of the space assigned or have representatives, equipment, or materials for firms other than Exhibitor's own in the exhibit space without written consent from the Richmond Volleyball Club.

**Liability Exclusion:** The Richmond Volleyball Club (hereafter referred to as "Management") will take reasonable precautions to safeguard Exhibitor's property. However, Management will not be liable for loss or damage to Exhibitor's property from theft, fire, accident or any other cause beyond its control. Exhibitor agrees to indemnify and hold harmless Management, Union First Market Bank and all other sponsors, including officers, directors, organizers, owners, agents, representatives, and/or employees

of the above (collectively referred to hereafter as the "Parties"), from all claims, demands, damages, and liability of whatsoever kind or character asserted by any person or persons, including, but not limited to, damage to other exhibitors property or the Richmond Convention Center (hereafter referred to as the "Convention Center") arising out of the Exhibitor's use of the Convention Center, the negligence or willful misconduct of Exhibitor or its agents, employees or invitees and/or a breach of this Agreement by Exhibitor or its agents, employees or invitees. Exhibitor shall pay to the Parties all expenses incurred by the Parties to enforce any of the provisions of this Vendor Agreement, including, without limitation, reasonable attorney's fees and costs. The Exhibitor, on signing this Vendor Agreement, expressly releases the aforementioned Parties from all claims for loss, damage or injury arising out of its participation in the Vendor Area of the Monument City Classic presented by Union First Market Bank (hereafter referred to as the "Vendor Area").

**Inability to Perform:** If Management should be prevented from holding the Expo or cannot permit Exhibitor to occupy his space due to circumstances beyond its control, including, but not limited to, strike, civil disobedience and/or acts of God, Management will refund to Exhibitor the amount of rental paid. It is understood and agreed that Management will have no liability for any costs, damages and/or expenses that Exhibitor incurs as a consequence of the Expo being cancelled.

**Delivery of Goods and Services:** Exhibitor guarantees the delivery of the goods, products and/or services it sells at the Vendor Area. Management, as owner of the Monument City Classic, is relying on this guarantee as a material inducement to agree to rent to Exhibitor space at the Vendor Area. Should Exhibitor fail to fulfill

its responsibility to deliver the goods, products and/or services it sells at the Vendor Area, Management shall be entitled to recover for any and all damages arising out of such failure, including, but not limited to, a liquidated damages amount of \$10,000.00, as well as its reasonable attorney's fees and costs incurred in prosecuting any claim for damages arising out of such failure.

**Additional Booth Needs:** Contact Karen Hufford at 804-358-3000 in advance of the event with your needs. Additional booth needs are available through Exhibits, Inc. at 804-788-4400. The appropriate forms for these services will be provided in a follow-up email. Additional fees will apply.

**Rules & Regulations:** Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations, as it shall consider necessary for the proper conduct of the Vendor Area.

**Local Licensing & Tax Compliance:** Exhibitor shall comply with all licensing and permitting requirements in connection with sales and activities in the Vendor Area. Exhibitor shall comply with and pay all applicable sales and other tax laws. Exhibitor shall comply with all state and county laws.

**Alcoholic Beverages, Bottles & Cans:** No alcoholic beverages are permitted on the Vendor Area grounds. No beverages are permitted to be sold unless licensed by Management. All complimentary beverages must be served in paper or plastic cups. By signing the Vendor Agreement, you agree to exhibit your products/services at the Vendor Area and to abide by the rules, regulations and conditions governing the Expo as stated above. Please be sure to sign the Vendor Agreement in the space provided.

# Vendor Area 2012 Monument City Classic Exhibitor Registration / Vendor Agreement

**For office use only:**

Date Received: \_\_\_\_\_  
 Booth Number(s): \_\_\_\_\_  
 Amount of Payment: \_\_\_\_\_  
 Form of Payment: \_\_\_\_\_  
 Received by: \_\_\_\_\_

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

(referred to as "Exhibitor" in the Rules and Regulations)

Contact person responsible for Exhibitor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Product(s) to be displayed: \_\_\_\_\_

Signature: \_\_\_\_\_

(Your signature indicates acceptance of the terms and conditions of this Vendor Agreement, including the 2012 Vendor Area Rules and Regulations, a copy of which is attached hereto and incorporated herein. Please keep a copy of this Vendor Agreement and the Rules and Regulations on file for your records.)

Please indicate the Exhibit Space that you are requesting below. Booth assignments will be made taking into consideration the desired booth by vendor, booth size requirements, products to be exhibited, location to other exhibitors and date applications received.

Booth Rental Pricing		
Price	Quantity	Subtotal
100sqft booth space	<b>\$300</b>	
Electricity, 20amp	<b>\$75</b>	
6' Table	<b>\$12</b>	
8' Table	<b>\$12</b>	
White Table Linen	<b>\$7</b>	
Table Skirt	<b>\$7</b>	
Folding Chair	<b>\$2</b>	
3' x 10' Pipe & drape	<b>\$37</b>	
8' x 10' Pipe & drape	<b>\$52</b>	
14' x 10' Pipe & drape	<b>\$85</b>	
<b>Total Fees:</b>		

**Payment Information**

Mailing completed form with check or credit card information for payment in full to:  
 Richmond Volleyball Club, Attn: Karen Hufford, 2921 Byrdhill Rd., Richmond, VA 23228

**Check:** payable to: Richmond Volleyball Club

Check # \_\_\_\_\_

**Credit Card:**

VISA MC AMEX Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID-code (last 3 digits on back of card or 4 digits on front of AmEx) \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature: \_\_\_\_\_

# Monument City Classic

*The Largest Volleyball Tournament in Virginia Under One Roof*

## Fact Sheet

Event Dates	Saturday - Monday, January 14, 15 & 16, 2012
Event Times	8 a.m. – 8 p.m. each day
Event Location	Richmond Convention Center (403 North Third Street, Richmond, VA 23219)
Anticipated Number of Participants	280 girls teams of 10 players each
Anticipated Number of Spectators	Over 4,000
Past Participation	2,800 players in 2011 4,000 parents and spectators in 2011



2011 Monument City Classic Vendor Area