

Colonial Williamsburg® Resort Collection

THE BEST OF THE AMERICAN EXPERIENCE®

Exhibitor Policy

The policies contained herein are intended by Colonial Williamsburg Resort Collection (hotel) to serve the best interest of the conference, the exhibitors, the delegates and the hotel, and to give notice to applicants and exhibitors of the policies. All applicants, exhibitors and exhibitor appointed contacts (collectively "Exhibitor") are required to comply with this policy.

This Policy is an integral and binding part of the Exhibit Space Contract, and that signing the exhibit space application/contract indicates understanding of and agreement to comply with the Policy.

Animals

The use of live animals in an exhibit for any purpose is not allowed.

Audio Visual Equipment

The request form must be received 10 days in advance. Exhibitors are welcome to provide their own equipment or rent through the hotel's contracted provider. The hotel will make every effort to honor any request made day of show, but may be limited and based on time and availability of equipment.

Backdrops/Drapes

All curtains, buntings and drapes must meet the standards of the fire department. Proof that materials are flame retardant will be required by the fire marshal.

Care of Premises

No part of an exhibit, signs, or other materials may be posted, nailed, taped or otherwise affixed to walls, doors or floor surfaces. Exhibitors are responsible for any damage to the facility.

Demonstrations

Demonstrations must be organized within the designated exhibit booth space. Should Exhibitors or spectators interfere with the normal traffic flow in the aisle, as determined is the hotel's sole discretion, the hotel reserves the right to have the Exhibitor discontinue the activity.

Electrical Services

The request form must be submitted to the hotel no later than 10 days prior to the show date. The hotel will make every effort to honor any request made day of show, but service may be limited and based on time and availability of equipment. All charges will be applied the day of the show.

Fire and Safety

Exhibitors must comply with all federal, state and local fire and building codes that apply to the hotel. Warming of food is permitted. Cooking food is not permitted.

Food and Beverage

All food and beverage must be purchased through the hotel. All charges will be charged the day of the show.

Hanging Signs, Banners or Graphics

Professionally designed banners may be displayed on the back drape of the booth. The hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tape or other substances. The hotel can provide the labor. Labor Fee is \$35.00 per hour, a one hour minimum applies. The request for labor form must be submitted to the hotel no later than 10 days prior to the show. All charges will be charged the day of the show.

Insurance

All Exhibitors shall maintain, at a minimum, and at its sole cost while on the premises owned by The Colonial Williamsburg Foundation, insurance coverage with companies licensed to conduct business in the Commonwealth of Virginia and satisfactory to The Colonial Williamsburg Foundation.

1. Worker's compensation: State: Statutory
Employer's liability: \$250,000
1. Commercial General Liability (including Products and Completed Operations; occurrence form):
\$1,000,000 per occurrence/\$2,000,000 general aggregate

The Exhibitor shall require its insurance agent to certify on the insurance certificate that the insurance coverage specified herein is in full force and effect... The Exhibitor shall require its insurance agent to name Colonial Williamsburg Foundation as an additional insured on its Commercial General Liability Coverage. The insurance coverage shall contain a provision that coverage afforded under the policies will not be canceled or materially changed unless at least ten (10) days prior written notice has been given to the Foundation. The insurance certificate holder shall be designated only as:

The Colonial Williamsburg Foundation
Williamsburg Lodge / Conference Services Dept.
P.O. Box 1776
Williamsburg, VA 23187

Kitchen Use

Use of the kitchen for any reason must be authorized in writing in advance.

No-Smoking Policy

Use of tobacco products in the building is prohibited. Exhibitors are responsible for ensuring that all individuals associated with the exhibiting company comply with this policy.

Parking

Vehicles may park in the designated parking areas only. Vehicles may use the loading dock area for unloading only. Vehicles parked in violation of the Policy may be towed at the Exhibitor's expense.

Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment and exhibit at all times. Security can be arranged through the hotel no later than 30 days prior to the show. All charges will be charged the day of the show. Any security arranged through an outside vendor must be approved 30 days in advance by the hotel.

Shipping and Receiving

Items may be shipped to the hotel, no sooner than 3 days prior to the show. The Exhibitor shall pay a \$2.50 handling charge per delivered box or item. The hotel will not deliver packages received through shipping/receiving to hotel sleeping rooms.

*Colonial Williamsburg®
Resort Collection*

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Electrical Service

Description	Quantity	Advance Order	Floor Order	Total
(1) 115 Volt up to 15 Amp circuit		\$ 25.00 per day	\$ 50.00 per day	
(1) 115 Volt 20 Amp appliance circuit		\$ 35.00 per day	\$ 70.00 per day	
(6) 115 Volt 20 Amp (6 per box)		\$100.00 per day	\$ 200.00 per day	
(1) 208 Volt-single phase (100 Amp)		\$ 75.00 per day	\$ 150.00 per day	
(1) 208 Volt-single phase (200 Amp)		\$ 150.00 per day	\$ 300.00 per day	
(1) 208 Volt-three phase (100 Amp)		\$ 100.00 per day	\$ 200.00 per day	
(1) 208 Volt-three phase (200 Amp)		\$ 200.00 per day	\$ 400.00 per day	
Total Service Charges:				

Please note: Power setup for 115V service includes one extension cord. 208V service is available with separate ground and neutral and provided to vendors distribution panel with standard CAM Lock fittings. Extension cords are not provided for 208V service. Other services available upon request to Facility Maintenance at 757-565-8714. Price to be quoted separately.

Rental Items

Description	Quantity	Advance Order	Floor Order	Total
15' – 25' Extension Cord		\$ 20.00 per day	\$ 40.00 per day	
Easel		\$15.00 per day	\$30.00 per day	
3 ft. round table		\$10.00 per day	\$20.00 per day	
Total Service Charges:				

Please note: All rental items are subject to a deposit and a 10% Virginia sales tax.

Additional Services

Description	Cost	Total
Labor Rate (1 hour minimum)	\$35.00 per hour	
Labor rate, over-time (1/2 hour minimum) Working Hours are Mon.-Fri. 8:00 AM – 4:00 PM	\$ 52.50 per hour	
Banners hung (1 hour minimum)	\$ 35.00 per hour, per person	
Total Additional Services:		

Telephone / Data Lines

Type	Description	Quantity	Cost	Total
D.I.D. (Direct in Dial or Analog)	Single line set included, local and long distance calls are billed separately		\$ 125.00 ea/per day	
In House	Includes phone set for <u>in-house calls only</u>		\$ 25.00 ea/per day	
Ethernet Line	High speed Ethernet line		\$ 150.00 ea/per day	
Total Line Charges:				

Please note: an additional 5% Virginia sales tax. applies

Audio Visual Equipment

Description	Quantity	Cost	Total
Speaker Phone		\$ 125.00 ea/per day	
TV/DVD or TV/VCR Package		\$175.00 ea/per day	
LCD Projector Package		\$525.00 ea/per day	
Screen Package		\$75.00 ea/per day	
27" Monitor/Receiver with Skirted Cart		\$100.00 ea/per day	
32" LCD Monitor		\$300.00 ea/per day	
42" Plasma with 6' Stand		\$500.00 ea/per day	

Please note: an additional 20% service charge and 5% Virginia sales tax applies