

Northern Neck Disabilities Awareness Fair
(NNKDAF)
September 24, 2011 • King George High School • King George, VA

July 21, 2011

Dear Exhibitor,

The Northern Neck Disabilities Awareness Fair (NNKDAF) Planning Committee would like start off by thanking you for your continued support. In addition we would like to invite you to join us at the 2011 Northern Neck Disabilities Awareness Fair. Enclosed is the exhibit information. Please note that booth space is limited and deadlines are critical. Non-profit exhibitors will not be charged for a booth space. To reserve your booth space, please submit your exhibitor information as soon as possible. If you are a “for profit” exhibitor, please send in your agreement form and exhibit fee in the amount of \$200 to secure your exhibit space.

This will be an exciting event with an excellent exhibit fair and education events planned. We hope you will participate at the **3rd Annual Northern Neck Disabilities Awareness Fair**. The event will be taking place at the **King George High School on Saturday, September 24, 2011**.

The exhibits will open on Saturday, September 24th at 10:00 a.m. with a “Carnival” theme. We ask that all exhibitors bring a carnival game for all ages and a door prize. Please specify what carnival game you will be bringing on the agreement form. There will be games, food, and music available on the exhibit floor!

We hope you will be with us for what promises to be a fantastic event!

Visit us online at: www.nswcfcu.org/home/news/dad for the latest details, and please include your email address so we can share updates with you as we get closer to the event.

Sincerely,

NNKDAF

The Northern Neck Disabilities Awareness Fair Planning Committee
c/o Yolanda Pratt, Marketing Specialist
NSWC Federal Credit Union
P.O. Box 519
Dahlgren, VA 22448



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Exhibitor Agreement Overview

Location: The exhibit hall is located in the gymnasium at King George High School, 10100 Foxes Way, King George, Virginia 22485. Spill over will be in the hallways of the school.

Carpet: The gymnasium and the hallways are not carpeted.

Dismantling: All exhibits must be dismantled and removed from the exhibit hall area by the exhibiting company at its own expense no later than 6:00 p.m. on Saturday, September 24th.

Loading/Unloading: Exhibitors will be able to load/unload through the back door of the gymnasium.

Travel and Accommodations: The King George area offers three hotels within close proximity to King George High School include:

Holiday Inn Express & Suites Dahlgren
11 miles from King George High School

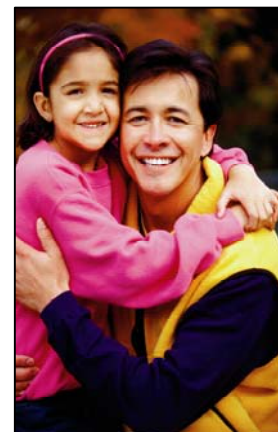
www.hiexpress.com
4755 James Madison Pkwy
King George, VA 22485
(877) 863-4780

Comfort Inn
11 miles from King George High School

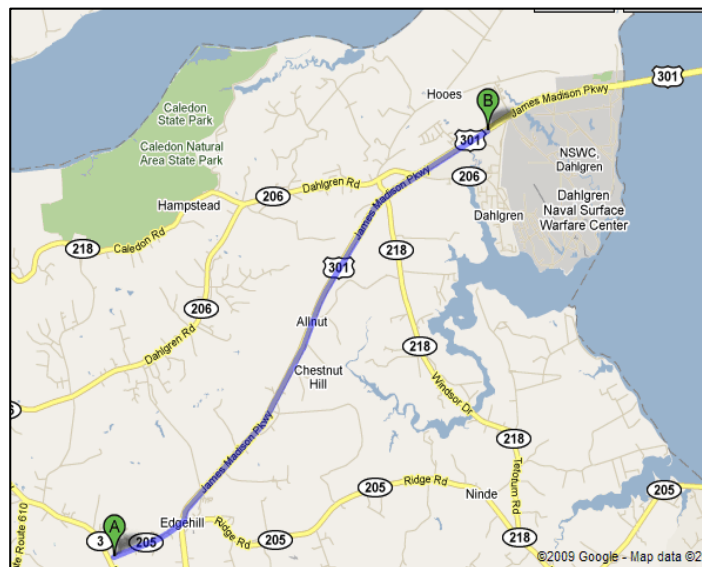
www.comfortinn.com
4661 James Madison Pkwy
King George, VA 22485
(540) 663-3060

Navy Lodging

(Located on Naval Support Activity South
Potomac Naval Base: For veterans and retired
military)
Potomac Inn
(540) 653-7672
*Call for additional information.



Map is an approximate showing of hotel locations.



Booth Assignments: Exhibit space is limited and will be on a first-come, first-serve basis. Spaces will be assigned by the planning committee based on the date the contracts were received. All preferences listed will be considered when making booth assignments.

Exhibitor Agreements: Signed agreements are due by August 26, 2011.

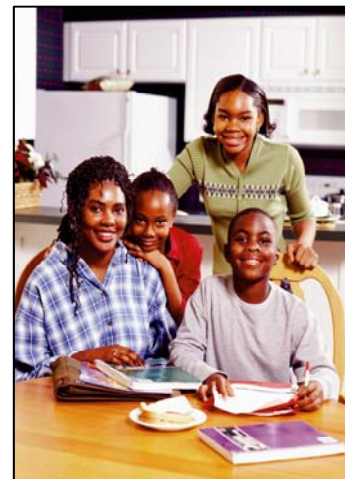
Cancellation of Booth Space: Written notice to withdraw a booth space from the exhibits shall be received from the exhibitor to the planning committee by August 1, 2011.

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Exhibitor Terms and Conditions

- 1. Administration:** The Planning Committee has assigned all administrative duties to the NNKDAF Secretary (Yolanda Pratt). All correspondence should be sent to: NNKDAF, c/o Yolanda Pratt NSWC Federal Credit Union, P.O. Box 519, Dahlgren, VA 22448. Best method to contact: Email: Yolanda.Pratt@nswcfcu.org.
- 2. Character of Exhibits:** The NNKDAF Planning Committee reserves the right to decline or prohibit any exhibit or part of an exhibit, or prohibit or restrict any activity within the exhibition area which, in its opinion, is not suitable.
- 3. Contract Payment & Cancellation:** "For-profit" exhibitors please send in your agreement form and exhibit fee in the amount of \$200 to secure your exhibit space. Exhibitor agrees that an application accepted by NNKDAF without an exhibit fee shall be deemed as invalid and a space will not be reserved for the exhibitor. Exhibitor understands and agrees that no portion of the exhibit fee is refundable and exhibitor is liable for the total exhibit fee.
- 4. Door Prizes:** Each exhibitor is required to provide a door prize to be given away the day of the event.
- 5. Carnival Game:** On Saturday, September 24th, exhibitors will have a chance to meet with conference attendees. To incorporate a family fun atmosphere, we are requiring each exhibitor to provide a carnival game for all ages to play. Please note the type of carnival game you will have at your space, so that we can make sure there are no duplicates.
- 6. Services:** Exhibitor acknowledges the difficulty in establishing a precise value for services provided by NNKDAF prior to the conclusion of the exhibition. Consequently, exhibitor agrees that the provisions of this paragraph represent an agreed measure of compensation and are not to be deemed or constructed as a forfeiture or penalty.
- 7. Contract Return:** Upon acceptance of this reservation by a duly authorized representative of NNKDAF, this document becomes a binding agreement between NNKDAF and exhibitor. The person signing this document expressly represents and warrants NNKDAF that the signer is authorized by the exhibitor to bind it to the terms and conditions, hereof, which the signer has read and accepts on behalf of the exhibitor. The undersigned hereby irrevocably and unconditionally guarantees to NNKDAF that the exhibitor will promptly and fully pay and perform all obligations of the exhibitor to NNKDAF, whether now existing or hereafter arising.
- 8. Equipment Included with Table Space:** Each table space measures 8 x 10. Each setup includes (1) 8-foot table, (2) folding chairs, (1) table cloth, (1) sign, and (2) box lunches. **Carpeting:** NNKDAF **does not** provide carpeting for your table space.
- 9. Electrical, Internet and Telephone Connectivity:** Please indicate on the Exhibitor Contract if electrical, Internet or telephone connectivity is needed. Every possible effort will be made to provide, however, there is no guarantee of electricity, Internet or telephone capabilities for this event.
- 10. Materials Handling Charges:** NNKDAF **does not** cover Materials Handling Charges. Any large items that you cannot personally carry on to the exhibit floor are subject to material handling charges.
- 11. Early Table Space Breakdown:** Breakdown before the end of the event is **strictly prohibited**. Any exhibitors who leave early will be subject to an early-breakdown penalty fee of \$50.00.
- 12. Exhibit Table Space Assignments:** Vendors will be assigned table spaces on a first come first serve basis.
- 13. Exhibit Setup:** Saturday, September 24th – 8:00 a.m.
- 14. Exhibit Breakdown:** Saturday, September 24th – 6:00 p.m.
- 15. Exhibit Hours:** Saturday, September 24th-10:00 a.m.-4:00 p.m.
- 16. Parking:** Parking attendants will assist exhibitors in finding the appropriate parking lot.
- 17. Rental Fees:** The rental fees for exhibit table space will be \$200.00 for those organizations/companies selling services. Non-profit agencies will not be charged for a space but **MUST** register in order to receive a table.
- 18. Smoking Policy:** King George High School is a smoke free facility.
- 19. Unwritten Rules:** Anything not covered by these rules is subject to the judgment of the NNKDAF Planning Committee. Each exhibitor, for himself and his employees, agrees to abide by the above terms and conditions and any amendments or additions that may hereafter be established or put into effect by the Committee Chairperson, Facility, or County Government (local fire and police laws or codes). These provisions become a part of the contract between NNKDAF and the exhibitor.



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Exhibitor Contract

1. Table Selection: We would like to exhibit at the 2011 NNKDAF and understand that payment must be included with this contact. We have read the information enclosed on Terms and Conditions governing this event and would like to be considered for the following:



PLEASE READ EACH SELECTION CAREFULLY BEFORE SUBMITTING.			
FUNCTION	NUMBER OF TABLES	COST EACH	AMOUNT
Exhibit Table Space (Non-Profit Agency FREE)		\$200.00	\$
Premier Location Table Space* (Prime Location)		\$300.00	\$
Advertising (Advertiser must be a NNKDAF Exhibitor)	Check One: <input type="checkbox"/> Program Front Inside Cover <input type="checkbox"/> Program Back Inside Cover <input type="checkbox"/> Program Back Outside Cover <input type="checkbox"/> Full Page Advertisement <input type="checkbox"/> Half Page Advertisement <input type="checkbox"/> Quarter Page Advertisement	\$150.00 \$150.00 \$150.00 \$100.00 \$50.00 \$25.00	\$
Additional Exhibitors	Number:	\$5.00	\$
TOTAL:			\$

*If premier locations have already been reserved, you will be confirmed as a regular exhibitor table and partial payment will be refunded.

2. Description of products and services for printing in program (limited space for copy):
- _____

3. Registration: Two exhibitors for each booth, who are employed by an exhibiting company, will be admitted at no charge if registered in advance (Deadline: August 26, 2011). Additional exhibitors may register for \$5.00 (cost of box lunch). Please include below name and company name. For additional exhibit spaces, please complete a separate contract.

1st Exhibit Table Space (2 Complimentary Registrations)

1. Free: _____
2. Free: _____
3. Additional Exhibitor (\$5.00): _____
4. Additional Exhibitor (\$5.00): _____

All information below, except contact name and email will appear in the NNKDAF Program and will be used to print Exhibitor Table Space Signs (unless advised otherwise):

Name:		Email:	
Company:			
Address:			
City/State/Zip:			
Telephone:		Fax:	
Web Page:		Date:	
Signature:			
Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No		Internet: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Telephone: <input type="checkbox"/> Yes <input type="checkbox"/> No	

RETURN TO: NNKDAF, c/o Yolanda Pratt, NSWC FCU, P.O. Box 519, Dahlgren, VA 22448

For NNKDAF Office Use Only

Contract #	Received	Check #	Amount

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Advertising Insert

Each conference attendee will receive a “bag” filled with information about the event. Exhibitors have an opportunity to supply 400 copies/items to NSWC Federal Credit Union to be placed in the bags. Forward to:

Yolanda Pratt
Marketing Specialist
NSWC Federal Credit Union
P.O. Box 519
Dahlgren, VA 22448
DEADLINE: August 1, 2011



Additionally, each participant will receive a program booklet with a tentative schedule of events, list of exhibitors, and a description of classes to be held.

Exhibitors can purchase advertising in the program booklet on a first come first serve basis.

Program Booklet Description:

The program booklet will measure 5 ½” x 8 ½” and be printed in color.

Advertising Cost:

Program Front Inside Cover (5 ½” x 8 ½”): \$150.00
 Program Back Inside Cover (5 ½” x 8 ½”): \$150.00
 Program Back Outside Cover (5 ½” x 8 ½”): \$150.00
 Full Page Advertisement (5 ½” x 8 ½”): \$100.00
 Half Page Advertisement (5” x 3.875”): \$50.00
 Quarter Page Advertisement (2.375”x3.75”): \$25.00

Advertisement Guidelines:

1. Advertiser must be a NNKDAF exhibitor.
2. The advertisement must be camera-ready in Word or PDF format.
3. Full color or black and white advertisements will be accepted.
4. NNKDAF reserves the right not to print any advertising deemed inappropriate.
5. DEADLINE: Advertisements need be emailed to Yolanda Pratt by August 1, 2011.

Tentative Class Options*

Class Titles

Age Group:

- | | |
|-------------------------------------------------------------|--------------------|
| 1. IDEA + IEP + PCS + DODI = ??? – presented by Pete Wright | |
| 2. Financial Planning | All Ages |
| 3. Area Community Resource Panel | All Ages |
| 4. Individual with Disabilities Resource Panel | Ages 0-26 |
| 5. Individual with Disabilities Resource Panel | Ages 27-Geriatrics |