



# Summer Institute for School Nursing

Virginia Department of Education

## Exhibitor Prospectus

VASN Resource Fair at Summer Institute

**Sponsored by the:**

**Virginia Association of School Nurses**

**July 11, 2017**

Longwood University, Farmville, VA

For More Information:

Contact Maggie Pearson

512 Herndon Parkway, Suite D

Herndon, VA 20170

Phone: (703) 964-1240 ext. 150

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## VASN Resource Fair at Summer Institute

The mission of the Summer Institute for School Nursing is to foster evidence-based practice in the school setting and promote competency in school nursing. Attendees are invited to attend by the Virginia Department of Education's Office of Student Services, the host of this conference. Participants include school nurses, school nurse coordinators, and health services supervisors who are influential in the decision making for their clinics' purchases.

Join VASN, Inc., the sponsors of the Resource Fair at the Summer Institute, and have access to Virginia's wonderful School Nurses. There will be a large concentration of school nurses and nursing supervisors in attendance. Educational offerings like the Summer Institute help to enhance the school nursing field and provide greater evidence-based practice in the delivery of health care to all students, public and private, across the state.

The space in this exhibit hall is limited! Don't miss out on this premier opportunity to help Virginia nurses learn about new research and technological advances in your field! Come and build new relationships with school nursing leaders and reconnect with existing customers.

We invite and encourage you to help make the Summer Institute a valuable and successful experience. We encourage you to present information at a table showcasing your organization's expertise and experience in health education information technologies, services, and solutions.

### Topics:

Child Health,  
School Nursing  
Practice,  
Infectious Diseases,  
and Acute Care

### Your

**participation:**  
offers direct &  
personal contact  
with state nurses  
and decision  
makers.

### Booth Traffic

**Builders:**  
Exhibitor Scavenger  
Hunt/Passport,  
Raffle  
Drawings, Prize  
Give-A-Way

## EXHIBITOR INFORMATION

### Table Rental Rates:

#### Summer Institute Price, July 11, 2017:

Commercial/For-Profit Exhibitor	\$800.00 per table
Non-Profit Exhibitor	\$300.00 per table

### Exhibition Hours: (subject to change)

July 11, 2017

**Set Up 9:00 AM—11:00 AM**

**Open 11:30 AM—6:00 PM**

#### **Reservation Procedure:**

All contracts must be accompanied by a **full check payment**. Table space will not be confirmed until payment is received. All fees must be paid in full before exhibiting company will be permitted to register on-site or occupy table space.

**Please make checks payable to VASN, Inc.**

**Balance of payment is due June 23, 2017**

Please complete the attached Exhibit Space Application and Contract and mail to:

VASN Exhibits Manager  
512 Herndon Parkway, Suite D  
Herndon, VA 20170  
Fax: 703-964-1246  
E-mail: [mpearson@conferencemanagers.com](mailto:mpearson@conferencemanagers.com)

***If you plan on exhibiting at both the Summer and Fall events, then you will be eligible for discounts at both events. Please contact Maggie Pearson, Conference Manager, for more details.***

[mpearson@conferencemanagers.com](mailto:mpearson@conferencemanagers.com)



## Summer Institute — Exhibit Space Application & Contract

Exhibit Date: July 11, 2017

### Company Information

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Table Rental Rates (please mark your selection below in the check box)

- Commercial/For-Profit Exhibitor \$800.00 per table
- Non-Profit Exhibitor \$300.00 per table

### Reservation Procedure

All contracts must be accompanied by a check payment. Table space will not be confirmed until payment is received. All fees must be paid in full before exhibiting company will be permitted to register on-site or occupy table space.

Only checks will be accepted for payment, no credit cards please.

**Please make checks payable to VASN, Inc. Balance of payment is due for the Resource Fair by June 23, 2017**

Please complete the attached Exhibit Space Application and Contract and mail to:

VASN Exhibits Manager  
512 Herndon Parkway, Suite D  
Herndon, VA 20170  
Fax: 703-964-1246  
E-mail: [mpearson@conferencemanagers.com](mailto:mpearson@conferencemanagers.com)

Table Rate Purchased: \_\_\_\_\_

Grand Total Due: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

CHECK HERE IF EXHIBITING AT BOTH EVENTS

### Cancellation Policy

Any exhibitor who cancels all or part of purchased table space on or prior to May 15, 2017, will forfeit and pay to VASN, Inc., as liquidated damages, a sum of money equal to 50% of the full price of said exhibitor's table space. Any exhibitor who cancels all or part of purchased booth space after May 15, 2017 will forfeit and pay to VASN, Inc, as liquidated damages, a sum of money equal to 100% of the full price of said exhibitor's table space. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount set forth above, regardless of whether Show Management enters into a further lease for the space involved.

### Table Installation & Dismantling Notes

All exhibits must be installed or dismantled within the specified hours. Times subject to change.

Installation: 9:00 AM—11:00 AM

Dismantle: 6:00 PM

*\*\*Dismantling must not start prior to the close of exhibit hours. \*\**

# 2017 VASN Exhibitor and Sponsorship Contract Agreement

## General Information

- The amount identified above is the sum your Company is contractually committed to pay.
- All monies owed VASN must accompany a signed contract.
- Payment will only be accepted by check.

## Meals

Exhibitors may choose to purchase their own meals/beverages in the Dorrill Dining Hall ([www.longwood.campusdish.com](http://www.longwood.campusdish.com)).

## Payment and Open Invoices Aged Beyond 90 Days

VASN, Inc. requests prompt payment of all invoices as the success of the VASN, Inc.'s Resource Fair is dependent upon the receipt of committed funds. As VASN, Inc.'s budgeting and its contractual commitments are based upon committed sponsorship dollars, no refunds, reductions in committed amounts, or "carry overs" (to future events) will be available for any reason. In the event of any uncured breach or default by Company, VASN, Inc. may in its sole discretion apply any payments made by Company to VASN, Inc. under this or any other agreement it has with VASN, Inc. to any liability or debt incurred by Company as a result of any breach or default of any other agreement Company has with VASN, Inc.

## Agreement

This document constitutes the entire agreement between the parties regardless of prior negotiations and/or understandings and is binding upon VASN, Inc. only if executed by an authorized staff member regardless of any written or oral representation of any agent, Board member, officer, or other employee of VASN, Inc. This Agreement may be amended or supplemented by a written document referencing this Agreement and signed by both parties.

In the case of any act of cause outside the control of the parties, including, but not limited to, acts of war, terrorism, fire, strike, natural disaster, or other emergency, that makes the holding of the event impossible, impractical or inadvisable (including curtailing the travel of 25% or more the anticipated attendees), VASN, Inc. may retain such part of the exhibitors and sponsor's fees as shall be required to recompense it for its expenses and obligations related to the event. In the alternative, VASN, Inc. may credit sponsor an amount, determined solely in VASN, Inc.'s discretion, for a future event. Notwithstanding the foregoing, VASN, Inc. shall attempt to maximize its resources to avoid such liabilities.

Exhibitors and Sponsors acknowledge that their participation at the event is at the sole business discretion of VASN, Inc. Exhibitors and Sponsors agree that they will not directly or indirectly, expressly or implicitly, solicit, recruit or otherwise promote to VASN, Inc.'s event participants any product, service or organization that is any way competitive with VASN, Inc. without the advanced written consent of VASN, Inc.

Exhibitors and Sponsors acknowledge that the VASN, Inc. Resource Fair event covered by this agreement and all Sponsorship opportunities, and all related activities, events and their component parts occurring during the dates identified above are conducted and controlled exclusively by and for VASN, Inc. Sponsor recognizes that the Sponsorship opportunity granted hereunder is non-transferable, nor can it be assigned, subdivided, bifurcated, or parceled out in any manner, either with or without compensation, by Sponsor. Only VASN, Inc. recognized Sponsors may receive recognition, in any form or fashion, by VASN, Inc., as determined by VASN, Inc. in its sole discretion. Failure to abide by this provision constitutes a material breach of this Agreement. In such a case, VASN, Inc., at its sole discretion, shall be released from any and all obligations to Sponsor hereunder, and retain all of Sponsor's contribution.

Exhibitors and Sponsors agree to indemnify and hold VASN, Inc. harmless from any and all claims and/or liabilities, including reasonable attorneys' fees, resulting from Sponsors, officers, directors, agents and employees, errors, acts, omissions, or negligence in connection with the event.

We hereby agree to sponsor the item(s) that we have been invoiced for by VASN, Inc. for the VASN, Inc. Annual Resource Fair and fully understand that by the signature below this form shall become a binding contract and is subject to the Exhibitor and Sponsorship Terms and Conditions, as outlined in the materials and those established by VASN Inc. We also agree to the Exhibitor terms located on the Exhibit Space Application and Contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_