

FLAVA Conference October 31 - November 1, 2008  
Holiday Inn Koger, Richmond, VA

***Exhibit Space Reservations:*** The deadline for exhibit space orders is October 14, 2008. Upon receipt of the order and payment, acknowledgement will be sent along with a Conference Center information sheet from the conference hotel and other items for your information. Please see the reservation form for more details.

***Sponsorship:*** A very special way to highlight your presence at this conference is to sponsor or contribute to some specific event. Your generosity will receive special recognition in the program, in large conference signs, and through announcements that all participants will hear. Please see the sponsorship form for more details.

***Advertise in the Conference Program:*** Draw the attention of our 600+ attendees to your products and services. Ad space copy deadline is October 14, 2008. Please see the ad form for more details.

***Room Reservations:*** A block of rooms has been reserved for conference participants at a discounted rate. The reservation cut-off date is October 14, 2008. Mini-suites are available; please contact the hotel for rates. It is the responsibility of exhibitors to make their own room reservations and travel arrangements. For reservations, please call toll free 1-800-397-1034 or call the hotel directly at (804) 379-3800.

**CONTRACT POLICY AND PAYMENT:** Total amount must accompany exhibit order. If the exhibitor is forced to withdraw from participation prior to October 24, 2008, we will issue a refund, less a service charge of \$75.00. No refunds will be made after October 24, 2008.

Exhibit Schedule:

October 31 – Friday: set up 8:00 AM – 12:00 PM; exhibits open 12:00 PM - 7:30 PM

November 1 – Saturday: exhibits open 7:30 AM - 1:00 PM; breakdown 1:00 PM - 3:00 PM

**HOTEL'S RESPONSIBILITY CLAUSE:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, and employees from any and all such losses, damages and claims.

**RESTRICTIONS ON THE USE OF SPACE:** Exhibits must be designed and erected in such a manner as to avoid blocking the view of adjacent exhibits. All demonstrations or other sales activities in the exhibit area must be confined to the limits of an exhibitor's own tables. Exhibits that include the operation of audiovisual equipment may not operate in a manner that will disturb other exhibitors or meeting sessions.

**Questions?**

**Contact Terry Hathaway:** [teresa\\_hathaway@ccpsnet.net](mailto:teresa_hathaway@ccpsnet.net) / (804) 743-5614 or (804) 359-4338  
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