

# Quadruplicity

Career | Life | Money | Health

## 2019 Exhibit Information

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Quadruplicity is Charlottesville's premier women's conference, brought to you by the Business Women's Roundtable of the Charlottesville Regional Chamber of Commerce. This one-day event brings a dynamic group of dedicated professional women together to learn, collaborate, and build a lasting network of colleagues in a great environment. Sponsorship of this event provides opportunities to position your company as a valued partner for women in Charlottesville. Secure your table exhibit space for this important one-day event soon. Exhibit space is very limited and will sell out.

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Location: Doubletree Charlottesville  
990 Hilton Heights Rd  
Charlottesville, VA 22901  
Exhibit Space: Ballroom Foyer

### Thursday, February 21, 2019

Move-in and set-up: 5:30 a.m. – 7:30 a.m.

Exhibit Hours: 7:30 a.m. – 4:30 p.m.\*

Exhibit Tear Down: 4:30 – 7:00 p.m.

The exhibits are in the ballroom foyer and will be open throughout the day, even when sessions are running. There will be slow periods of time.

*\* Note there will be a reception from 4:30 – 5:30 p.m. and it is the exhibitor's choice to stay set up during this time. The reception will be in a different room.*

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**Full Table Space: \$450**

**Half-Table Space: \$250**

Full Table Space Includes:

- One 6' draped table
- Two chairs
- Directory listing

Half-Table Space Includes:

- 3' of shared table space
- One chair
- Directory listing

Electric access with a surge protector can be added for \$100

All exhibit space is carpeted.

All tables will be pushed against the wall and exhibit staff may place chairs in front or to the side of their space.

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# 2019 **Quadruplicity** Exhibit Space Contract

February 21, 2019 | Doubletree Charlottesville

## **Contact Information**

*(Please list the person that all advanced information will be sent to. This is the primary person conference staff will work with in advance of the event.)*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

*We, the undersigned, agree to the terms, rules and regulations for the 2019 Quadruplicity Conference and therefore contract for space.*

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Authorized Signature

Date

## **Space Selection**

**Full Table**  \$450

**Half-Table**  \$250

**Add Electric access with a surge protector for \$100**  Yes

All table space will be assigned by Quadruplicity Conference staff. To help us assign you the best space for your business and the conference, please answer these questions:

Are there any companies you wish to be located next to? \_\_\_\_\_

Are there any companies or types of businesses you DO NOT want to be adjacent to? \_\_\_\_\_

Will you be bringing a pop-up booth or banner? \_\_\_\_\_

## **Payment**

Check *(Made payable to The Chamber)*

Credit Card Payment

A secure payment link will be sent to this email: \_\_\_\_\_

Return this form by email to:

[Quadcville@gmail.com](mailto:Quadcville@gmail.com)

Or fax to 434.818.0890

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# Rules and Regulations

All exhibits at the 2019 Quadruplicity Conference are under the control and management of the Quadruplicity Planning Committee, the Business Women's Roundtable and The Charlottesville Regional Chamber of Commerce. These rules and regulations are part of the contract between the exhibiting firm and Quadruplicity and it is the responsibility of the exhibiting company to read these rules carefully and adhere to them. Exhibitors violating these rules may be asked to leave, without refund, at the discretion of Quadruplicity. For more information, contact [quadcville@gmail.com](mailto:quadcville@gmail.com)

## 1) Space Assignment and Payment Provisions

Spaces are assigned first-come, first-served and no specific space may be held. Quadruplicity will assign space in the best interest of the event considering the venue limitations, and any specific request will be carefully considered, but not guaranteed. Payment in full is due with the signed contract and all space fees are due in advance of the conference or the exhibitor will not be allowed to setup.

## 2) Cancellation Provisions

All cancellation notices must be received in writing and refunds are handled as follows:

- Cancelled prior to midnight on January 15, 2019 – 50% of vendor space fees refunded.
- Cancelled after January 15, 2019 – all vendor space fees forfeited
- No-shows forfeit all vendor space fees.

## 3) Use of Display Space

- a) All exhibits must be show-ready by 7:30 am on Thursday, February 21, 2019. In the event that an exhibitor fails to install their display for the opening of the vendor forum or fails to comply with any provisions, Quadruplicity shall have the right to take possession of said space and reassign as needed.
- b) Decorations may not be taped, tacked, or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Special decorations are to be cleared through the The Doubletree Charlottesville Management as to method and location of installation. No helium balloons or adhesive backed decals (stickers) are permitted to be given out or used within the facility. All decorative materials must be flameproof in accordance with local Fire Regulations. Glitter may not be used in any area of the facility. The Doubletree Charlottesville management must approve the use of confetti.
- c) Exhibitors playing any live or recorded music are required to have the necessary licensing agreements with ASCAP, BMI, SESAC and are fully responsible for paying any fees arising from such agreements.
- c) No exhibitor shall assign, sublet or share space assigned without the written consent of Quadruplicity.
- d) Quadruplicity reserves the right to restrict exhibits because of noise, method of operation or for any other reason that might detract from the character of the conference as a whole.
- e) Size of exhibits may not be modified to create a larger space that impinges on another exhibit space, or impedes traffic flow.
- f) Exhibitors may not begin tearing down their exhibits or moving out materials, equipment or any part of their display prior to the official exhibit area close at 4:30 p.m. on February 21, 2019.

## 4) Event Cancellation

Quadruplicity, its agents and/or employees will not be held liable for failure to hold the exhibits as scheduled. Payments for space will be returned in the event of cancellation, except that any expenses incurred in connection with the vendor will be deducted if the event is cancelled on or after February 7, 2019 because of fire, any act of God, or the public enemy, or strike, or terrorism, or epidemic, or act of war, or any law or regulations of public authority, which makes it impossible or impractical to hold the exhibits.

## 5) Americans with Disabilities Act

Please advise Quadruplicity if you or any of your staff may require assistance or accommodations to fully participate in this event.

## 6) Fire, Safety and Health

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, electrical wiring, safety and health. All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. Flame retardant chemical certificates must be current and available to the Fire Marshall upon request. All such material is subject to flame testing by the Fire Marshall.

## 7) Care of Building and Equipment

Exhibitors and/or their agents and employees shall not injure or deface the walls, floors or any part of the exhibit facility or exhibit materials of the contractor, or materials or equipment of another exhibitor. When such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged.

## 8) Liability and Insurance:

- (a) Quadruplicity, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damages by fire, accident, vandalism, or other causes.
- (b) Neither Quadruplicity nor the Doubletree Charlottesville will be responsible or liable for any loss, damage or claims arising out of exhibit's activities on the premises except for any claims, loss, or damages arising directly from negligence on the part of Quadruplicity or the Doubletree Charlottesville, respectively.
- (c) All property of the exhibitor will remain under their custody and control in transit to, from, and within the confines of the exhibit area. Exhibitors are required to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others.