

## **2025 IIAV ANNUAL CONVENTION SPONSOR & EXHIBITOR TERMS AND CONDITIONS**

**1. RESERVATIONS FOR SPACE** will be made in the order in which signed contracts are received. Availability of space will be on a first-come, first-served basis. The Independent Insurance Agents of Virginia {IIAV} Convention Committee reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the Convention.

**2. PAYMENT AND CANCELLATION POLICY :** Exhibit fees must be paid prior to the event cancellation date. Cancellations received by May 22nd will receive a 50% refund and must be in writing. NO refunds after May 22nd.

**3. DIMENSIONS AND LIMITATIONS:** Exhibits must not exceed 8 feet in height on the back wall or 3 feet in height on the side walls. Exhibits must be constructed so as not to obstruct the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained from the IIAV no later than April 28th. All entertainment within a booth must have prior approval of the IIAV no later than April 28th. Maximum occupants per booth not to exceed 2 persons. Others cannot rotate in/out during the show.

**4. EXHIBIT INSTALLATION HOURS:** Day of event; all exhibits must be set up for an inspection by IIAV by 2:45 p.m. Set-up schedule will be between 11:00 and 2:30.

**5. ADVANCE SHIPPING & RENTALS:** Materials can be shipped in advance to the exhibit company warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Contact the Exhibit company or the Marriott for additional information on shipping and equipment rental.

**6 . CONFIRMATION OF SPACE:** Exhibitors will be notified in writing of booth confirmation (including how to order additional services and shipping info). IIAV reserves the right to make any necessary changes in booth location.

**7. SPACE:** If space is not occupied by 2:30 p.m., it will be forfeited by the Exhibitor and his/her space may be resold, reassigned, or used by the IIAV without refund.

**8. DISMANTLING HOURS:** Displays must be dismantled at the close of the exhibition, NO SOONER than 5:30 p.m. All exhibits must be dismantled and removed from the exhibit area by 8:00 p.m. The Exhibitor authorizes IIAV to remove, at the Exhibitor's expense, any material in the exhibit area belonging to said Exhibitor after 8:00 p.m.

**9. LIABILITY:** The exhibitor agrees to protect, save, and keep the IIAV, the Marriott, and the exhibit company, their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents or employees of the exhibitor or those persons acting under the express or implied authority of the

exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of the Marriott and the exhibit company. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. The IIAV, the Marriott, and the exhibit company, any officer, agent, or employee thereof, will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the IIAV, the Marriott, and the exhibit company, their members, directors, officers, agents, representatives, and employees against an and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons.

**10. PROHIBITIONS:** Subleasing or assigning of booths or a part of a booth is not permitted. Exhibits, signs, or displays are prohibited in any of the public rooms or elsewhere on the premises of the Marriott during the Convention. Absolutely no alcoholic beverages or food will be served or given away by exhibitors without prior permission. This will be strictly enforced.

**11. CONSENT FOR COMMUNICATION :** I understand that by providing my e-mail address, I give my consent to receive communication sent by or on behalf of the IIAV (and its subsidiaries and affiliates) via e-mail.

**12. SOUND DEVICES:** The use of sound devices, megaphones, loudspeakers, or other amplified methods of attracting attention is prohibited.

**13. AMENDMENT TO REGULATIONS:** All matters and questions not covered by these regulations are subject to the decision of IIAV. IIAV shall have sole authority to circulate, interpret and enforce all rules and regulations and to make any amendments necessary for the orderly conduct of the Convention.

Note: Booth Attendees have access to the Tradeshow ONLY -- To attend any other conference programs you will need to be registered as a Conference Attendee. [Register Here](#)