



SPECIAL OLYMPICS

**DULLES DAY
PLANE PULL®**

DULLES, VA 2018



Dulles Day Festival & Plane Pull

September 15, 2018 11am– 4pm ♦ Dulles International Airport

CHECK LIST

Please include the following items when submitting:

- Application
- Agreement
- Payment in full
- Certificate of insurance

Your application is not considered complete and cannot be processed until all the above items have been received.

THANK YOU!



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EXHIBITOR APPLICATION

Company: _____ Display Type: _____

Contact Name: _____ E-mail: _____

Address: _____

Phone: (____) _____ Cell: (____) _____

Onsite Contact Cell: (____) _____ Onsite Contact Name: _____

Qty	Exhibit Size*	Price	Sub Total
_____	10 x 10	\$500	\$ _____
_____	20 x 10	\$700	\$ _____
_____	Electricity	\$50	\$ _____
_____	Additional Chairs*	\$2 Each	\$ _____
_____	Additional Tables*	\$10 Each	\$ _____
	Total		\$ _____

*Spaces include tent: (10x10 = 1 table, 2 chairs; 20x10=2 tables, 4 chairs). All locations are subject to space and event limitations and at the discretion of the event organizer. Electricity is not included unless ordered and paid for in advance.

EXHIBITOR INFORMATION, PROCEDURES, TERMS AND CONDITIONS

- Your payment is for the space, tent and table(s) only.
- **NO PERSONAL TENTS** are allowed. Only our tents can be used per FAA airfield regulations. Any exhibitors that attempt to put up a personal tent will be removed and their fee will not be refunded.
- All needed space must be rented prior to event; extra space will not be granted day of.

Payment in full is due with application

Please include a Check or Money Order, or complete the following:

Credit Card: ___ Visa ___ MC ___ Amex Total \$ _____

Card #: _____ Exp. Date: _____ Security Code: _____

Name on Card _____ Signature: _____

Print Name _____ Signature _____ Date _____

I am the duly authorized representative of the aforementioned company and agree to follow all event terms, guidelines, safety, security and health regulations, and all applicable local, state and Federal laws and regulations.

Approved by Special Olympics Virginia: _____ **Date** _____

Mail this application, payment and agreement on next page to: Special Olympics Virginia, Attention: Nicole Kratzer, 11350 Random Hills Road. Suite C140, Fairfax, VA 22030
Or fax to: 703-359-4306

Questions: Contact Nicole Kratzer at (703) 359-4301 or nkratzer@specialolympicsva.org



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Exhibitor Agreement

COMPANY NAME _____

This agreement is legally binding. Please read it carefully and contact us if you have any questions.

EXHIBITOR shall comply with all applicable safety, security and administrative regulations of SPECIAL OLYMPICS VIRGINIA (SOVA), as well as provisions of the EXHIBITOR's Guidelines.

SOVA reserves the right to remove any EXHIBITOR if SOVA determines that the EXHIBITOR has not conformed to the rules and regulations of this contract or has misrepresented its product/service. In such instances where contract violations result in removal of EXHIBITOR, all fees shall be forfeited by the EXHIBITOR.

SOVA reserves the right to exclude certain EXHIBITOR products or services.

Cancellation Policy: If this Agreement is cancelled by the EXHIBITOR, the following is the schedule for refund of fees:

<u>Cancellation Date (On or Before)</u>	<u>Refund (% of Fees)</u>
Within 4 weeks of contract signing	75%
After 4 weeks of Contract signing (Before August 13, 2018)	50%

Fees cannot be refunded for cancellation requests received after August 13, 2018.

GENERAL EXHIBITOR TERMS AND CONDITIONS:

EXHIBITOR will be responsible and liable for delivery, handling, assembly, and removal of all display materials and fixtures. Exhibit materials/fixtures cannot be packed or removed until the close of the PLANE PULL at 4 pm, September 15, 2018.

Amplified sound within exhibit space, open flames of any kind, including smoking, are prohibited in EXHIBITOR areas.

SOVA shall not be responsible, or liable, for loss or damage of any kind to EXHIBITOR property or goods.

EXHIBITOR is responsible for satisfying any and all applicable local, state and federal tax, health and safety requirements, laws and regulations.

Signage cannot extend beyond the boundaries of assigned exhibit space. No signage may be attached to or extended beyond tent supports. (Sponsorship programs for display of larger signs are available – please inquire)
This is a rain or shine event. No refunds will be granted due to weather conditions.

INSURANCE: The EXHIBITOR shall, at his own expense, procure and maintain during the entire performance period of this Agreement, General Liability insurance wherein **SOVA, MWAA, West Group, Federal Express, Special Olympics** are included as additional insured's. Minimum policy limits of \$500,000 per person, \$1,000,000 per occurrence for injury or death, and \$100,000 property damage per occurrence are required. A copy of EXHIBITOR insurance certificate shall be FAXED to Exhibitor Coordinator at 703-359-4306 or emailed to nkratzer@specialolympicsva.org prior to August 13, 2018. Please list Special Olympics Virginia as the certificate holder (not the Dulles Day Festival & Plane Pull). Our address for the certificate is 11350 Random Hills Rd C-140 Fairfax, VA 22033.

COMPLIANCE WITH APPLICABLE LAWS: EXHIBITOR understands its activities for the PLANE PULL must comport with all applicable local, state and federal laws that SOVA may receive from higher authorities and are therefore subject to modification by SOVA upon notification to EXHIBITOR.

CONFIDENTIALITY: SOVA agrees information about payment and in-kind support received from EXHIBITOR pursuant to this contract is confidential and its disclosure would cause harm to EXHIBITOR'S competitive position in the industry. Accordingly, SOVA will treat the financial contents of this contract as confidential in the event of any request by a third party for its release.

DISCLAIMER: Neither this Agreement, nor the exchange of benefits described herein, constitutes an official endorsement by either the PLANE PULL or the Metropolitan Washington Airports Authority for the EXHIBITOR, its sponsors, products or services.

ENTIRE AGREEMENT: The Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, communications, or representations, whether oral or written. The Agreement may not be amended, altered modified or changed except in writing signed by both parties hereto.

For the EXHIBITOR _____

Date _____

For Special Olympics Virginia _____

Date _____