

**VIRGINIA ACADEMY OF FAMILY PHYSICIANS**  
**Application for Exhibit Space/Sponsorship Opportunities**

Please save  
this document,  
complete and  
then submit.

VAFP 2022 Winter Family Medicine Weekend  
January 27-30, 2022  
Wintergreen Resort - Wintergreen, Virginia

---

Exhibiting Organization: \_\_\_\_\_  
(legal name of organization)

Address: \_\_\_\_\_  
\_\_\_\_\_ (mailing address) \_\_\_\_\_ (physical address, if different)

Representative: \_\_\_\_\_  
(please print name) \_\_\_\_\_ (please print title)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ *(All correspondence will be sent via email)*

Sign Title: \_\_\_\_\_

**Exhibit Space Only**

Cost per Table Top Exhibit Space: \$2,000

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ Number of Booths: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
(If none of these choices are available, VAFP will assign the exhibit space)

**VAFP Partners & Sponsorships**

Bronze \$2,300      Silver \$3,500      Gold \$5,000      Platinum \$7,500

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ (If none of these choices are available, VAFP will assign the exhibit space)

Audio Visual -\$2,500    App Sponsor -\$1,000    Push Notification-\$200    R&S Dinner-\$3,000    R&S Break-\$1,000    Meeting App Ad

Total \_\_\_\_\_

**The Application & Payment**

Please complete, sign and return the completed application with payment in full for the exhibit space(s)/sponsorship requested to:  
VAFP Exhibit Manager, 1503 Santa Rosa Road, Suite 207, Richmond, Virginia 23229, mschulte@vafp.org or fax to 804-968-4418.  
Checks should be payable to VAFP (tax ID # 54-0542084). If paying by credit card, complete the information below:

Credit Card Information:    Mastercard    Visa    American Express    Discover

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Questions?** Phone: 804-968-5200, Fax 804-968-4418, E-mail: mschulte@vafp.org

BY SIGNING THIS APPLICATION, EXHIBITOR AGREES TO ABIDE BY THE GENERAL RULES AND REGULATIONS  
ENCLOSED WITH, AND MADE A PART OF, THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE VAFP  
CONSTITUTES A BINDING CONTRACT. APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE  
AND FULL PAYMENT WILL NOT BE ACCEPTED OR PROCESSED.

Authorized Signature: \_\_\_\_\_  
(Signature) (Title) (Date)

# Virginia Academy of Family Physicians

## General Rules & Regulations for Exhibit Space

1. Space Rental and Assignment of Location. The Virginia Academy of Family Physicians (VAFP) is the sole statewide membership association in Virginia of family physicians. Its continuing medical education programs are designed to provide the membership with current practice and product information to assist them in their medical practices. The VAFP in its sole discretion determines the eligibility of an entity or product for exhibit space. The VAFP Board of Directors has adopted the following Guidelines for the Acceptance of Technical Exhibits at its meetings:

- Products and services to be exhibited must meet standards of generally accepted medical practices.
- Products that require approval by the Food and Drug Administration for marketing must receive this approval before being eligible to exhibit at a VAFP meeting and must include "full disclosure" when required.
- Technical data and scientific documentation may be required for products not regulated by the FDA or other governmental agency.
- Food products and nutritional supplements will be accepted for exhibition at a VAFP meeting only when their safety and usefulness are documented to the satisfaction of the VAFP.
- Exhibits will not be accepted if they contain false or misleading statements, in the sole discretion of the VAFP.
- Products and services will be accepted for exhibit only if they are in harmony with the VAFP's mission to serve the medical profession.

When possible, space assignments will be made by the VAFP in keeping with the preference of the Exhibitor. Generally, the criteria for assignment of exhibit space include without limitation (i) when the completed application with payment for exhibit space was received, (ii) the applicant's prior exhibit history with VAFP, and (iii) the number of exhibit spaces applied for. The VAFP reserves the right to make the final determination of all exhibit space assignments. It may prohibit installation, or request removal, of any exhibit or the discontinuation of any promotion, in whole or in part.

2. Applications, Payment, Cancellations and Refunds. An Application for exhibit space will not be considered made unless it is fully and legibly completed, accompanied by payment in full for the requested exhibit space, and received by the VAFP. Applications received without full payment will not be processed, nor will exhibit space be assigned. Payment should be made and mailed to: VAFP, 1503 Santa Rosa Rd., Suite 207, Richmond, Virginia 23229.

An Exhibitor may cancel its exhibit space and receive a refund of seventy-five percent (75%) of the payment made only if written notice of such cancellation is received by the VAFP at the address above no later than 60 days prior to the first day of the meeting. There will be no refunds or credit of exhibit space payment if written cancellation notice is received less than 60 days prior to the first day of the meeting.

3. Use or Subletting of Exhibit Space. No Exhibitor shall assign, sublet, share or otherwise transfer its assigned exhibit space with another entity unless prior written approval has been obtained from VAFP. As noted above, the VAFP in its sole discretion determines the eligibility of an entity or product for exhibit space.

4. Authorized Exhibitor Representative. Each Exhibitor must name one person to be its representative in connection with installation, operation and removal of the exhibit. The Exhibitor shall be responsible for the representative being in attendance during the meeting, and the representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

5. Installation and Removal. The VAFP will fix the time for installation and removal of exhibits. The installation and removal of exhibits both must be completed by the VAFP-designated times. Any space not occupied by the designated installation time may be resold or reassigned without refund.

6. Americans with Disabilities Act (ADA). Exhibitor represents and agrees that its exhibit space shall be reasonably accessible and usable by persons with disabilities and that it is in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act. Exhibitor shall indemnify and hold the VAFP harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against the VAFP, its officers, directors, agents or employees, on the basis of Exhibitor's breach of this paragraph or noncompliance with any provision of the ADA.

7. Applicable Laws. Exhibitor shall comply with all laws, ordinances and regulations pertaining to health, fire prevention and public safety, as well as rules and regulations of the meeting facility that are provided to it. The VAFP shall have no responsibility pertaining to Exhibitor's compliance with such laws, ordinances, rules and regulations. This contract shall be governed by the laws of the state of Virginia, without regard to its conflict of laws principles.

8. Liability and Insurance. All property of the Exhibitor is understood to remain under its custody and control in transit to, from and while at the meeting. Neither the VAFP, nor any of its officers, directors, agents or employees are responsible for the safety of the property of the Exhibitor from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage or loss of any of the Exhibitor's property.

9. Indemnification. Exhibitor shall protect, indemnify and hold harmless the VAFP, its officers, directors, agents, and employees against and from any and all loss, costs, damages, liability, or expense arising from or out of any accident or other occurrence to anyone, including Exhibitor, its agents, employees and business invitees, which arise from, out of, or by reason of Exhibitor's occupancy and use of the exhibition premises or any part thereof or by any act or omission of Exhibitor. By exhibiting, Exhibitor for and on behalf of itself, its employees, agents and invitees, releases and waives any and all claims, demands or actions against VAFP and its officers, directors, agents and employees resulting from any act or omission of Exhibitor, its employees, agents and invitees.

10. Inability to Perform. If the VAFP is prohibited from conducting the meeting or is unable to permit the Exhibitor to occupy its space due to circumstances beyond its control, including without limitation strike, civil disobedience and/or acts of God, VAFP will refund to Exhibitor the amount of exhibit fee paid, less a proportionate share of VAFP expenses. Exhibitor agrees that the VAFP will have no liability for any costs, damages or expenses that Exhibitor incurs as a result of the meeting being cancelled.

11. Interpretation, Adherence to General Rules. All matters not specifically covered by the preceding rules shall be subject solely to the decision of the VAFP. The VAFP shall have sole authority to interpret, amend, and enforce these rules and regulations, provided Exhibitors receive notice of any amendments when made. Each Exhibitor and its employees agree to abide by these rules and regulations, and by any amendments to them. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the sole opinion of the VAFP, conduct themselves inappropriately, immediately may be dismissed from the exhibit area without refund or appeal.



**Exhibit Floor Plan  
Table Top Exhibit Spaces**

*2022 Winter Family  
Medicine Weekend*

*January 27 - 30, 2022*

*Wintergreen Resort  
Wintergreen, Virginia*

Cost - \$2,000