

Laboratory Employee Professional Development Network
7th Annual New Developments in Laboratory Technology
Exhibits & Workshops
October 14, 2009 from 8:00 a.m. to 4:00 p.m.
[The Inn at Virginia Tech and Skelton Conference Center](#)

Exhibit Rules and Regulations

Assignment:

No exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted without the prior approval of the vendor exhibit/workshop coordinator.

Booth and Equipment:

Each booth includes one 8 foot table and two chairs. The exhibitor should arrange any other special requirements by contacting Terri Tishman at (540) 231-6727 or ttishman@vt.edu.

Exhibit Raffles/Giveaways:

If you are able to donate a door prize for the event please note that door prizes should not exceed \$25.00 in value.

Failure to Occupy Space:

Any exhibitor not checked in by 7:45 a.m. on the morning of the event shall be considered a no-show cancellation. Paid registration fees will not be refunded to no-show cancellations. In the event the Vendor Exhibits & Workshops is cancelled by LEPDN, all paid exhibitor fees will be returned.

Installation, Storage and Dismantling:

Exhibitors must make their own arrangements for delivery and set up of their exhibits. Please contact Bianca Norton at The Inn at Virginia Tech at 540-231-0143 or nortonb@vt.edu for more information on delivery to The Inn or other hotel accommodations. Exhibitors will be granted access to The Inn on the morning of the event at 6:30 a.m. All Exhibit materials must be removed from the exhibit area no later than 5:00 p.m. on the day of the event.

Liabilities and Insurance:

Exhibitors agree to maintain such insurance that will fully protect Virginia Tech, the LEPDN, and any of its representatives from any claims of any nature, including claims under the Worker's Compensation Act, and for damages for personal injury which may arise in connection with the operation of the exhibitor's display. In the event the exhibitor damages the building, the exhibitor agrees to reimburse Virginia Tech for the cost of repairing such damages.

Contact Information: Terri Tishman, Event Coordinator, Phone: 540-231-6727
E-mail: ttishman@vt.edu