



**VIRGINIA BLACK BUSINESS EXPO & CONFERENCE**  
**HYATT REGENCY - CRYSTAL CITY**  
**AUGUST 2-4, 2024**

**General Exhibitor/Vendor Rules & Regulations**

<p><b><i>Balloons, Canopies &amp; Tents</i></b>          Canopies and tents are allowed in the exhibit hall; however, they must adhere to your booth space and not extend beyond 10 feet tall.</p>	<p><b><i>Food &amp; Beverages</i></b>          Plated food and beverages are not allowed at the exhibitor booth for consumption by exhibitors. Concessions and restaurants will be open during show hours.</p> <p>Exhibitors are permitted to bring snacks and individual waters, etc.</p> <p>Exhibitors are not permitted to dispense “samples” of food and beverage in their booths without approval from the Virginia Black Chamber of Commerce team.</p>
<p><b><i>Loading In and Out</i></b>          Exhibitors are permitted to hand-carry items into the exhibit hall by parking next door in the PMI lot just outside the entrance to the parking garage.</p> <p>Team members will escort you to the service elevators or freight elevators, and down to the Independence space if you have more than what can be carried easily. Hand carrying is allowed for one trip per exhibitor, while your car is parked at the loading dock.</p> <p>Exhibitors must bring their own carts and dollies to transport materials from the loading dock, into the exhibit hall.</p>	<p><b><i>Hanging Signs and Graphics</i></b>          Hanging signs and graphics within your booth and on your backwall are permitted, it may be hung by exhibitor with “S” hooks (no pins or tape are permitted on pipe or drape.)</p> <p>Banners are allowed, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign may not exceed the maximum allowable height for the booth type).</p>
<p><b><i>Hotel Reservations</i></b>          Be sure to book your hotel room through our Exhibitor Welcome page to receive the special room rate. Please ignore solicitations from other hospitality companies.</p> <p>The deadline for the discounted room rate is July 17, 2024.</p>	<p><b><i>Liability</i></b>          Exhibitors are liable for any damages to floors, walls, or columns of the exhibit hall. No cement or paste is to be used for fastening floor coverings.</p> <p>Tape used to secure carpets, should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Show Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the exhibit floor.</p>



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<p><b><i>Literature Distribution</i></b>          Distributing Literature in any part of the lobbies or corridor is prohibited.</p> <p>Printed or product promotion materials may be distributed only at the Exhibitor’s booth. Exhibitors must restrict their activities to the space for which they have contracted.</p> <p>Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of Show Management.</p>	<p><b><i>Security/Exhibit Hall Guard Service</i></b>          Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out.</p> <p>While the guard service will implement security measures to safeguard the exhibit halls, neither Show Management, the Convention Center, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.</p> <p>We recommend taking valuables with you overnight.</p>
<p><b><i>Offensive Materials</i></b>          Show Management reserves the right to require Exhibitors to remove from their exhibits any materials that we determine, in our discretion, to be inappropriate. Including, for example, materials that may be offensive, disparaging, or discriminatory.</p>	<p><b><i>Sound Levels</i></b>          Exhibitor’s sound level shall not intrude or violate the rights of any adjacent exhibit areas, unless it was pre-approved by Show Management. If the exhibitor fails to correct the violation, Show Management is authorized to cut-off the supply of electricity without any liability. The use of sound systems or equipment producing sound is an exception to the rule, but not a right.</p>