

**Virginia Tourism Authority  
Doing business as Virginia Tourism Corporation (VTC)**

**Virginia Welcome Center  
Demonstration/Exhibit Request**

**Organization Information**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Information**

Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Demonstration/Exhibit Description** *(Requests will be approved or denied based on the information provided. Be as specific as possible.*

*Attach additional information if needed.)*

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\_\_\_\_\_

\_\_\_\_\_



**Requested Date(s) & Location(s)**

	Dates:	Location :	WC Manager:
1 <sup>st</sup> choice			
2 <sup>nd</sup> choice			
3 <sup>rd</sup> choice			

**Disclaimer:**

The Virginia Tourism Corporation and The Virginia Department of Transportation will not be responsible for the delivery, set-up and or tear down of any display/exhibit and cannot be held liable for damaged or stolen items. Demonstration/Exhibit sponsors are solely responsible for the delivery, handling, set-up, tear down, cleanup and removal of any exhibit or display at a Virginia Welcome Center. By conducting an Demonstration/Exhibit, the sponsor agrees to indemnify and hold harmless the Commonwealth of Virginia, the Virginia Tourism Authority (Virginia Tourism Corporation), The Virginia Department of Transportation, its agents or officers and employees, from any claim, liability, suit, compensation or award that may be accessed or brought because of the Demonstration/Exhibit, or because of any adverse effect upon property or persons attributed to the Demonstration/Exhibit.

**The VTC, at its sole discretion, may require the sponsor to provide a certificate of insurance or post a performance bond, naming the Virginia Department of Transportation and the Virginia Tourism Authority as additional named insured's.**

*I have read, understand and will comply with the Virginia Tourism Corporation's guidelines and disclaimer.*

**Accepted by**

Name (print): \_\_\_\_\_

Title (Print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

<p><b>FOR VTC USE ONLY</b></p> <p>VWC Manager: _____</p> <p>Additional Comments: _____</p>	<p>Received Date: _____</p> <p>Date: _____    Approved    Denied</p>
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**Virginia Tourism Corporation (VTC)  
Virginia Welcome Centers  
Demonstration/Exhibit Guidelines**

1. Only Exhibits/Demonstrations that promote the overall mission of the Virginia Tourism Corporation and its Virginia Welcome Centers may be conducted at a Welcome Center. Exhibits/Demonstrations will focus on activities and/or locations that promote travel, tourism and highway safety within the Commonwealth of Virginia. Exhibits/Demonstrations may be used to promote festivals, heritage & culture, music, local and regional communities, and tourist destinations in general. Other types of Exhibits/Demonstrations may be considered at Virginia Tourism Corporation's sole discretion, provided it can be demonstrated to the VTC's sole satisfaction to promote tourism in the Commonwealth.
2. The Demonstration/Exhibit sponsor(s) shall not display or distribute materials that are inconsistent with the basic mission of Virginia Tourism Corporation. The promotion of political opinions, personal opinions, religious beliefs and personal advancement is prohibited.
3. The determination of Welcome Center Demonstration/Exhibit eligibility will be at the sole discretion of VTC and its respective Welcome Center Manager(s).
4. The Demonstration/Exhibit must be conducted during the normal working hours of the center while Virginia Tourism staff is present.
5. An Demonstration/Exhibit can be held as often as requested as scheduling allows and permitted by the VTC.
6. A representative of the sponsor(s) must be on site during the time of the Demonstration/Exhibit. Welcome Center staff may not be used to support the Demonstration/Exhibit without the expressed written consent of the VTC. Should the Demonstration/Exhibit sponsor require assistance from VTC staff, approval must be requested in writing in advance.
7. The Demonstration/Exhibit sponsor(s) must provide any necessary equipment and supplies.
8. Artisans and craftsmen may conduct demonstrations; however, the unsupervised display of art or crafts is prohibited.
9. The Demonstration/Exhibit shall not be set up in such a way as to impede the movement of Welcome Center visitors.
10. The Demonstration/Exhibit sponsor(s), volunteers or paid staff shall not serve or consume alcoholic beverages, use illegal drugs or materials, solicit contributions or charge for admission or materials during the Demonstration/Exhibit.
11. The VTC reserves, at its sole discretion, the right to cancel, extend, or shorten any Demonstration/Exhibit at any time for any reason and without cause.
12. A VTC Model Release Form must be signed and accompany the Virginia Welcome Center Demonstration/Exhibit Request Form prior to the Demonstration/Exhibit.

**BRACEY**

Marie G. Taylor  
Tourism Relations Manager  
VWC at Bracey  
Virginia Tourism Corporation  
Interstate 85, P.O. Box 7  
Bracey, VA 23919  
Tel: 434/689-2295  
Fax: 434/689-2224  
Cell: 434/294-5078  
e-mail: [braceytour@virginia.org](mailto:braceytour@virginia.org) or  
[mtaylor@virginia.org](mailto:mtaylor@virginia.org)

**BRISTOL**

Jeffery M. Hess  
Tourism Relations Manager  
VWC at Bristol  
Virginia Tourism Corporation  
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Tel: 276/466-2932  
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**CLEAR BROOK**

Judith D. Kirby  
Tourism Relations Manager  
VWC at Clear Brook  
Virginia Tourism Corporation  
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Fax: 540/722-3449  
Cell: 540-336-1794  
E-mail: [jkirby@virginia.org](mailto:jkirby@virginia.org)

**COVINGTON**

Rita G. Lee  
Tourism Relations Manager  
VWC at Covington  
Virginia Tourism Corporation  
Interstate 64, One Welcome Center Drive  
Covington, VA 24426  
Tel: 540/559-3010 Fax: 540/559-3028  
Cell: 540/460-0914  
E-mail: [vatour@ntelos.net](mailto:vatour@ntelos.net)

**FREDERICKSBURG**

Janet G. Kimble  
VWC Northern Region Manager  
VWC at Fredericksburg  
Virginia Tourism Corporation  
Interstate 95-S, P.O. Box 683  
Fredericksburg, VA 22404  
Tel: 540/786-8344  
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**KING GEORGE**

Stephanie Rollins  
Tourism Relations Manager  
Potomac Gateway Welcome Center  
Virginia Tourism Corporation  
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King George VA 22485  
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**LAMBSBURG**

Roger G. Carpenter  
Tourism Relations Manager  
VWC at Lambsburg  
Virginia Tourism Corporation  
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Lambsburg, Virginia 24351  
Tel: 276/755-3931  
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Cell: 276/730-4552  
E-mail: [vatour@valink.com](mailto:vatour@valink.com)

**MANASSAS**

Kathleen Reilly  
Tourism Relations Manager  
VWC at Manassas  
Virginia Tourism Corporation  
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Manassas, VA 20109  
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Fax: 703/361-4800  
Cell: 703/895-4049  
E-mail: [kreilly@virginia.org](mailto:kreilly@virginia.org) or



## VIRGINIA WELCOME CENTERS 2008

### NEW CHURCH

Cherron F. Davis  
Tourism Relations Manager  
VWC at New Church  
Virginia Tourism Corporation  
U.S. 13, Box 215  
3420 Lankford Highway  
New Church, VA 23415  
Tel: 757/824-5000  
Fax: 757/824-0294  
Cell: 757/274-8113  
E-mail: [cdavis@virginia.org](mailto:cdavis@virginia.org)

### NEW KENT

Cathy Waltrip  
VWC Eastern Region Manager  
East Coast Gateway Welcome Center  
Virginia Tourism Corporation  
I-64E Mile Marker 213  
New Kent, VA 23124  
Tel: 804/966-7450  
Fax: 804/966-7451  
Cell: 757/345-1226  
[cwaltrip@virginia.org](mailto:cwaltrip@virginia.org)

### ROCKY GAP

Gary Jeffrey  
VWC Western Region Manager  
VWC at Rocky Gap  
Virginia Tourism Corporation  
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Rocky Gap, VA 24366  
Tel: 276/928-1873  
Fax: 276/928-1685  
Cell: 276/730-4582  
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### SKIPPERS

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Tourism Relations Manager  
VWC at Skippers  
Virginia Tourism Corporation  
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Fax: 434/348-3324  
Cell: 434/390-0056  
E-mail: [vatour2@meckcom.net](mailto:vatour2@meckcom.net)

### BELL TOWER

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