

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

**Virginia Welcome Center
Demonstration/Exhibit Request 2011**

Organization Information

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Information

Contact Name: _____

Title: _____

Address: _____

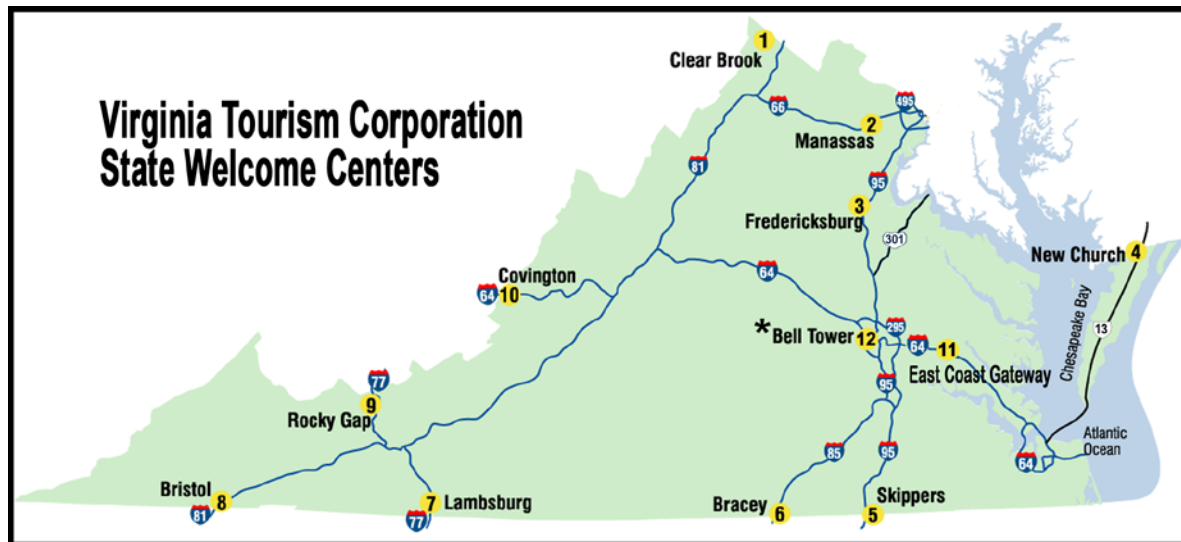
City: _____ State: _____ Zip: _____

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.)



Requested Date(s) & Location(s)

	Dates:	Location :	WC Manager:
1 st choice			
2 nd choice			
3 rd 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

FOR VTC USE ONLY	Received Date: _____
VWC Manager: _____	Date: _____ Approved Denied
Additional Comments: _____	

**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. A 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 Demonstration/Exhibit sponsor(s) may be asked to reschedule if the center of choice is a site for a month-long Tourism Blitz. This will be decided on a case-by-case basis and may be influenced if the Blitz sponsor(s) is/are a direct competitor of the Demonstration/Exhibit sponsor(s).
12. 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.
13. A VTC Model Release Form must be signed and accompany the Virginia Welcome Center Demonstration/Exhibit Request Form prior to the Demonstration/Exhibit.