



2019 VRMA

# SPRING FORUM

April 15-16, 2019 | Charlotte, North Carolina

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## **Exhibitor Sponsored Hospitality Request Form**

EXHIBITING COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### PROPOSED FUNCTION INFORMATION:

PROPOSED DATE/TIME \_\_\_\_\_

PROPOSED LOCATION \_\_\_\_\_

NUMBER IN ATTENDANCE \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

### **Please keep in mind the following items from the Rules and Regulations when planning your company's function.**

- VRMA controls all meeting space at the Charlotte Convention Center. All planned focus group, social, or hospitality functions must be approved by VRMA prior to booking meeting space.
- Exhibitors are to conduct social and hospitality functions in a manner that is consistent with the professional and educational nature of the VRMA Spring Forum.
- Exhibitors must make it clear that their event is not an official VRMA function.
- Honoraria and other inducements to attract attendance to focus groups, hospitality functions and educational meetings are not sanctioned by VRMA.
- Companies that are not exhibiting or sponsoring are prohibited from hosting hospitality functions, market research or focus groups during the VRMA International Conference.
- All hospitality/social functions and focus groups may not conflict with the official program hours outlined below:  
Monday, April 15: 8:30 a.m. – 7:30 p.m.  
Tuesday, April 16: 7:30 a.m. – 5:00 p.m.
- Exhibitors agree to assume all liability arising out of or in connection with such functions and agree to indemnify VRMA against any and all liability, claims and demands arising or in connection with such functions.

**Return this form by Monday, April 1**

[vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org)