



**Headquarters Complex, 8725 John J. Kingman Road, Fort Belvoir, Virginia 22060**  
**Events: (540) 361-0009/0013 Online: www.onceuponatimeinva.com**

**HOLIDAY EXHIBITOR TEMPORARY AGREEMENT 2018**

Company Name \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_  
 Company Representative Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Day-of-Event Phone# \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

This agreement is for the sole purpose of temporarily selling products, and/or offering of goods and/or services as agreed upon in this Temporary Exhibitor Agreement and [Exhibitor Terms and Conditions](#). Temporary set up will be upon exhibitor display tables provided by management of Once Upon A Time in designated exhibitor space. Exhibition space is located on the lower lever atrium at 8725 John J. Kingman Road, Fort Belvoir, Virginia 22060.

**REQUESTED PERIOD UNDER THIS TEMPORARY AGREEMENT**

Begin Date: \_\_\_\_\_ **2018 9:00 am** through End Date: \_\_\_\_\_ **2018 2:00 pm**

The Exhibitor shall be responsible for manning operations and sales of their own merchandise. The Exhibitor is ultimately responsible for his/her merchandise security and Management is not responsible for theft or damage of the Exhibitor's goods. Retail Exhibitors must be able to accept checks, credit cards and cash as a form of payment for all purchases.

Brief description of Product and/or Services offered by your company for the event : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

An electronic invoice will be sent for convenience for payment of event fees.

Retailers: One-Day - \$85.00 – or Two-Days - \$165.00 or Three-Days - \$240.00 or Four-Days - \$310.00 or all Five-Days – \$380.00  
 Services: One-Day - \$135.00 – or Two-Days - \$255.00 or Three-Days - \$380.00 or Four-Days – 500.00 or all Five-Days \$610.00

Invoice Payment signifies that Exhibitor has read, understood and agrees to [Terms and Conditions](#) and this Temporary Exhibitor Agreement. Exhibitors with payments due will not be permitted to move into the exhibit hall. Failure to meet payment deadlines, as set forth in this agreement will constitute breach of agreement. This includes payments for advertising, booth fees and any other invoices due to Once Upon A Time. Payments by check must be received by Once Upon A Time Management 20 days prior to scheduled show date.

EXHIBITORS ARE PROVIDED

2 - 6' Skirted Tables and chairs  Onsite Logistical Support - Pre-Setup - Day of Event	Floor Space Rental approx. 24' square feet  Electricity Onsite Event Promotion Light Refreshments	Pre-Event Walk Through/Setup *Optional  Security Access Coordination Free Parking Overnight Setup Security
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SCHEDULED EVENT DEADLINES

Payment Due	Upon Invoice Receipt
<b>Pre-Event Setup</b>	Saturday, November 24, 2018 - 11:00 am- 1:00 pm
Onsite Event Promotion Begins	Monday, November 1, 2018
<b>Exhibitor Security Submission</b>	<b>Thursday, November 22, 2018**Required for Access</b>
Event Setup	*Monday, Nov. 26, 2018 - Friday, Nov. 30, 2018
	Based Upon Rotational Exhibitor's Schedule
	*Loading Dock Opens at 6:00 am

**EXHIBIT READINESS.** All Exhibits will be set up, complete and clean at least one-half-hour prior to the opening of each show day, and will be open during all published show hours. Unless exhibit is approved by Management as a non-staffed exhibit, exhibitor agrees to have personnel staff exhibit during all published show hours.

**CREDENTIALS.** Credentials (badges) will be issued to qualified exhibitors. Exhibitors will be required to wear a badge at all times while on the show floor, and may not gain entry to the show without the security access and badge. Lost badges must be reported to immediately to Management.

***It is mutually agreed that no deviation from listed products and/or services, nor amendments, alterations or variations of this agreement shall be valid unless made in writing and signed by both Events Management and the Exhibitor.***

\*All rights remain with Management until such time as Exhibitor has made payment in full and agreement has been received. By signing this agreement, I herewith agree that I have read and understand the [terms and conditions](#) provided by Once Upon A Time Management dated July 24, 2018.

Full Name: (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Date: \_\_\_\_\_

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