

**Vietnam Veterans of America &  
Associates of Vietnam Veterans of America  
8719 Colesville Road  
Suite 100  
Silver Spring, MD 20910  
800-882-1316**

Dear State Council/Chapter Presidents and Exhibitors:

Thank you for your interest in exhibiting at the Vietnam Veterans of America/Associates of Vietnam Veterans of America 2026 National Leadership and Education Conference, in Jacksonville, FL. Enclosed is an exhibitor application packet.

VVA's 2026 National Leadership and Education Conference will be held at the Hyatt Regency Jacksonville Riverfront, from August 10-15, 2026.

If, after reviewing the enclosed, you are interested in exhibiting at our 2026 National Leadership and Education Conference, please mail your completed application form with your payment to **Deborah Johnson** attention, at the above address.

If you have any questions about the exhibitor packet or the 2026 National Leadership and Education Conference itself, please contact [wesguidry@suddenlink.net](mailto:wesguidry@suddenlink.net)

I hope to see you at our 2026 National Leadership and Education Conference.

**EXHIBITOR INFORMATION**

At the VVA 2026 National Leadership and Education Conference, VVA/AVVA provides space for commercial firms, government agencies, VVA state councils and VVA chapters, and others to market and/or sell their products and services, or display materials and information, which could benefit VVA's members. Past exhibitors have included travel agencies, veteran-related publications, insurance agencies, Medals of America, Department of Veterans Affairs and HUD agencies, VVA's chapters and state councils, and others.

Limited space is available again this year at the 2026 National Leadership and Education Conference.

Over 300 participants are expected at the VVA 2026 National Conference.

This meeting is a great opportunity to reach an exciting segment of the population with information, products, and services.

Set up for vendors will start Monday August 10, 2026. Each exhibit space consists of one 6' x 2' skirted table, 2 chairs, wastebasket, and Identification sign. Pipe and Drape 10' x 10' will be provided for each exhibit booth. Special equipment and electrical needs must be arranged with the Hotel. Exhibitors are also responsible for any expense associated with any other needs. Set-up and teardown are also the responsibility of the exhibitor.

The exhibitor fee schedule is designed to provide space to a variety of entities. The attached fee schedule covers exhibit space for the entire 2026 National Leadership and Education Conference. Space is limited and is available on a first come, first served basis.

**VVA 2026 National Leadership and Education Conference  
Hyatt Regency Jacksonville Riverfront  
225 E Coastline Dr. Jacksonville, FL 322202**

(775)329-4777

**2026 EXHIBIT FEES AND SCHEDULE**

Please note: VVA reserves the right to accept or deny any application for exhibit space and is solely responsible for determining the type of exhibit fees applicable to an exhibitor. **ASSIGNMENT AND PLACEMENT OF EXHIBIT SPACE IS THE SOLE RESPONSIBILITY OF VVA.** The daily hours given on the next page represent the earliest and latest times that the exhibit hall will be open for attendees.

<u>Exhibitor Type</u>	<u>Single Table</u>	<u>Each Additional Booth</u>
A. VVA/AVVA National committees	\$185	\$185
B. Other groups nationally endorsed by VVA, <u>displaying information only</u> (Limited space available) Non profit groups specifically endorsed by the VVA National Board of Directors, that wish to only display information about their legitimate programs and service, not sell any products or services.	\$225	\$200
C. VVA/AVVA affiliate ( State Councils and Chapters) marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing. VVA/AVVA chapters and state councils—affiliate organizations that sell products and services, <u>ALL</u> proceeds of which are placed in chapter or state council treasury, to be used in the pursuit of legitimate VVA programs.) <b><u>To qualify for this bracket, a letter from the State Council, or Chapter Treasurer, stating that 100% of the proceeds is placed in the State Council or Chapter treasury must be attached to this application.</u></b>	\$300	\$200
D. Nonprofit groups with an affinity to or endorsed by VVA, marketing and/or selling products and services, holding raffles or otherwise intended to be revenue producing.	\$350	\$200
E. Commercial vendors marketing and/or selling products and services	\$500	\$200

Commercial vendors marketing and/or selling products and services—includes all vendors whose primary business is to make a profit selling, or marketing products or services.

***If you are not sure which category you will be in, email [wesquidry@suddenlink.net](mailto:wesquidry@suddenlink.net) For a determination.***

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**EXHIBIT SCHEDULE**

**The vendor area WILL NOT BE available to you until 12 noon on Monday**

SET UP:  
EXHIBITS OPEN:

<b>Monday</b>	August 10, 2026	12:00 p.m. – 5:00 p.m.
<b>Tuesday</b>	August 11, 2026	9:00 a.m. – 5:00 p.m.
<b>Wednesday</b>	August 12, 2026	11:00 a.m. – 5:00 p.m.
<b>Thursday</b>	August 13, 2026	9:00 a.m. – 12 noon
<b>Friday</b>	August 14, 2026	9:00 a.m. – 5:00 p.m.
<b>Saturday</b>	August 15, 2026	9:00 a.m. – 12:00 p.m. (note 1)

Notes: (1) The exhibit area **must** be cleared by 2:00 p.m. on Saturday, August 15, 2026.

- (2) For security reasons, NO WEAPONS will be allowed for sale, for raffle, or personal use within the Exhibitor Area.
- (3) Exhibitors are solely responsible for manning their respective tables. At no time will VVA, be responsible for loss or theft of exhibitor area/tables and its contents.
- (4) Under no circumstance will smoking be allowed in the exhibit area.
- (5) Under no circumstance will signage or merchandise be allowed to be displayed on the walls, or outside the Vendor room.
- (6) Displays must be kept within the confines of the booth. No tables, products are allowed outside the booth, to include the aisles, passageways.

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**APPLICATION & CONTRACT FOR EXHIBIT SPACE**

Date \_\_\_\_\_ Firm/Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Day # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Number of exhibit spaces requested \_\_\_\_\_

Email Address \_\_\_\_\_

Exhibitor type –check one:

- A – VVA/AVVA National committees  D- Nonprofit/Sales  
 B – Other groups nationally endorsed  E - Commercial Sales  
 C - VVA/AVVA State Councils/Chapters

Exhibit Space Cost: First booth: \$ \_\_\_\_\_

Additional booth(s): # \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

**Payment Method**

- Check enclosed (Payable to Vietnam Veterans of America)  Money order enclosed  
 MasterCard  Visa  Discover  American Express

Account/Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Return this contract (**pages 5-7 only**) with a check for the full exhibitor fee, or credit card information in entirety. Make all checks payable to **Vietnam Veterans of America**, payments should be sent to: **Vietnam Veterans of America, Attn: Deborah Johnson, 8719 Colesville Road, Suite 100, Silver Spring, MD 20910**, by **July 15, 2026**. If the number of tables you have requested cannot be confirmed, you will be notified by letter and the appropriate refund will be forwarded to you.

Describe below the nature of the products, services, and/or information you wish to exhibit. (At no time will products that VVA deems inappropriate be allowed to be displayed or sold).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review the following terms and conditions and then sign the following agreement. These terms are printed on the next two pages, and are a formal part of this agreement.

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225 E Coastline Dr. Jacksonville, FL 322202

(775) 329-4777

**EXHIBITOR AGREEMENT**

1. **Contract.** This application for exhibit space constitutes a valid and binding contract when (a) the applicant (Exhibitor) executes it and pays Vietnam Veterans of America, Inc. (VVA) in advance for exhibit space as set forth in the attached rate schedule, and (b) VVA provides the Exhibitor with written acceptance of the application and notification that VVA has reserved space(s) for the Exhibitor at the 2026 National Leadership and Education Conference.
2. **Exhibit Space Reserved.** VVA's reservation of space for the Exhibitor at the 2026 National Leadership and Education Conference shall constitute acceptance of Exhibitor's application for exhibit space. The Exhibitor shall not, absent written authorization from VVA, (a) sublet, license, or assign the exhibit space to another organization or individual, or (b) permit another organization or individual to use the exhibit space.
3. **Product Restrictions.** The Exhibitor agrees not to display or sell any items that VVA deems inappropriate. VVA will ask an Exhibitor who violates this restriction to remove the inappropriate item(s). If further violations occur, VVA will not allow further sales by the Exhibitor and will tell the Exhibitor to remove the exhibit immediately. The fees will not be refunded.
4. **Nature of Exhibits.** Exhibits are limited to those detailed on the attached application form. The Exhibitor agrees not to display, sell, market, and/or distribute items that VVA considers to be abusive, obscene, or otherwise offensive, or contradictory to the goals, principles, or official positions of VVA, whether or not indicated on the application form.
5. **Exhibits and Public Policy.** While participating as an exhibitor at the 2026 National Leadership and Education Conference, the Exhibitor is accountable for knowledge of all local pertinent laws, ordinances and regulations pertaining to health, fire prevention, public safety, city/state business fees, and sales/use taxes. Compliance with such laws is the sole responsibility of the Exhibitor. VVA/AVVA and service contractors are not responsible for compliance with legal requirements concerning an Exhibitor's space, materials, and operation. If the Exhibitor has questions regarding laws, ordinances, and regulations related to exhibiting and selling in the city of Jacksonville, Florida, the Exhibitor should contact the appropriate city, county, or state agencies.
6. **Exhibits and Hotel Policy.** The Exhibitor agrees to protect, save and hold the Hyatt Regency Jacksonville, VVA, and all their agents and employees (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. Exhibitor shall at all times protect, defend, indemnify, save and hold harmless the Indemnities against any losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident or bodily injury, or other occurrence, to any person(s), including Exhibitor, its agent, employees and business invites, which arise from or out of the exhibit premises.

7. **Security and Insurance.** The Exhibitor understands and agrees that all the Exhibitor's property is under his/her custody and control, whether in transit to, within, or from the confines of the Hyatt Regency Jacksonville, and is subject to the rules and regulations of the exhibit area, the 2026 National Leadership and Education Conference. The Exhibitor may wish to consider carrying appropriate insurance to cover the Exhibitor's property against damage and loss, and public liability insurance against injury to an individual and the property of others. The Exhibitor shall take all precautions to see that the Exhibitor's materials, products, and equipment are secured at all times.

8. **Losses and Damage.** The Exhibitor agrees that VVA is not liable for any damage, loss, or liability of any kind, or for any damage or injury to person or property during the term of this agreement, from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the Exhibitor or any other person. The Exhibitor will defend, indemnify, and hold harmless VVA from any liability on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by an Exhibitor or its employees or representatives.

9. **Demonstrations.** No demonstrations, or solicitations shall be permitted outside of Exhibitor's assigned space. The Exhibitor may not place signs or placards anywhere, or on anyone, outside of Exhibitor's assigned exhibit space, without VVA's written approval.

10. **Management.** The Exhibitor agrees (a) that the rules, and regulations of 2026 National Leadership and Education Conference management are made a part of this contract; (b) that the Exhibitor is bound by the above rules and regulations; (c) that 2026 National Leadership and Education Conference management has full power to interpret, amend, and enforce the above rules and regulations; and (d) that, for purposes of this Agreement, VVA "authorization" or VVA "approval" means authorization or approval by the 2026 National Leadership and Education Conference management.

11. **Acceptance.** As an Exhibitor at the 2026 National Leadership and Education Conference, I agree to abide by all rules and regulations governing the exhibit area and the 2026 National Leadership and Education Conference. Acceptance of this application by VVA and notification that VVA has reserved space(s) for the Exhibitor at the 2026 National Leadership and Education Conference constitutes a contract between the Exhibitor and VVA for exhibit space at the 2026 National Leadership and Education Conference.

Signature of Exhibitor \_\_\_\_\_

Date \_\_\_\_\_

Approving Signature of VVA \_\_\_\_\_

Date \_\_\_\_\_

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
Vietnam Veterans of America - 2026 National Leadership Conference		8/10/26	8/15/26	6
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED DAILY RATE	REGULAR DAILY RATE
LCD PROJECTOR & SCREEN PKG		\$474	\$632

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
32" MONITOR TABLETOP		\$186	\$248
55" MONITOR W/ FLOORSTAND		\$510	\$680
70" MONITOR W/ FLOORSTAND		\$912	\$1,216
		\$	\$

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$11.40	\$17.10
HARD LINE CONNECTION		\$147	\$196

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE - 5 AMP		\$97.20	\$108.60
120V SINGLE PHASE - 20 AMP		\$173.70	\$185.10

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$189	\$252
FLIPCHART PACKAGE		\$65.40	\$79.40

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At **904-763-9957**



Rental Order Form  
**Veterans of America Leadership Conference**

PRI PRODUCTIONS  
 1819 KINGS AVE  
 JACKSONVILLE, FL 32207  
 PHONE: (904) 398-8179  
 TAX ID: 26-0483160

EO NUMBER: \_\_\_\_\_

Discount Price valid on orders placed & paid **Friday 7.31.26**

QUANTITY/ITEMS	DISCOUNT PRICE	SHOW PRICE	TOTAL
<b>CHAIRS</b>			
_____ White Padded	\$20.00	\$25.00	_____
_____ Black Padded	\$20.00	\$25.00	_____
_____ Black Samsonite	\$8.00	\$12.00	_____
<b>TABLES</b>			
_____ 4'x30"	\$15.00	\$20.00	_____
_____ 6'x30"	\$21.00	\$26.00	_____
_____ 8'x30"	\$26.00	\$31.00	_____
_____ 36" Round Table	\$25.00	\$30.00	_____
_____ 36" Highboy	\$30.00	\$35.00	_____
<b>DRAPED TABLES*</b>			
_____ 4'x30"	\$39.00	\$46.00	_____
_____ 6'x30"	\$53.00	\$62.00	_____
_____ 8'x30"	\$64.00	\$73.00	_____
_____ 8'x30"x42"	\$69.00	\$77.00	_____
<b>ACCESSORIES</b> <i>(No Discount Price available for these items)</i>			
_____ Waste Basket w/ liner		\$10.00	_____
_____ Counter Stool		\$25.00	_____
_____ Easel		\$12.00	_____
_____ 9'x10' Carpet* (fits 10'x10' booth)		\$95.00	_____
_____ 9'x20' Carpet* (fits 10'x20' booth)		\$150.00	_____
_____ 9'x30' Carpet* (fits 10'x30' booth)		\$179.00	_____
_____ 9'x40' Carpet* (fits 10'x40' booth)		\$235.00	_____

**EXHIBITOR INFORMATION**

Company Name: \_\_\_\_\_  
 Exhibitor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Booth Name/Number: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_  
 On-site Contact Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Equipment Total: \_\_\_\_\_  
 Service Fee (8%): \_\_\_\_\_  
 Florida Sales Tax (7.5%): \_\_\_\_\_  
**ORDER TOTAL:** \_\_\_\_\_

Payment Method: VISA / MC / AMEX / CHECK / OTHER  
 CC Number: \_\_\_\_\_  
 Expiration: \_\_\_\_\_ SEC Code: \_\_\_\_\_  
 Authorization Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Special Notes: \_\_\_\_\_

\* Table Skirt & Carpet colors to be determined by Show Colors.  
 \* Additional speciality items or AV available upon request

PLEASE COMPLETE & RETURN THIS FORM TO PRIPRODUCTIONS. ALL ITEMS LISTED ABOVE ARE FOR RENTAL ONLY. SUBMIT ORDERS TO Ivey Rigdon **BY EMAIL AT**  
[irigdon@priproductions.com](mailto:irigdon@priproductions.com)



Veterans of America Leadership Conference

**PRI Productions**

1819 Kings Ave

Jacksonville FL 32207

Phone: 904.398.8179

Fax: 904.398.1569

irigdon@prirproductions.com

Tax ID: 26-0483160

**MATERIAL HANDLING RATES**

**EXHIBITOR/COMPANY INFORMATION:**

Firm Name: \_\_\_\_\_ Booth Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ *Please Print Name*  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**SCHEDULE OF RATES AND SERVICES**

We will receive packages to advance warehouse (store for 30 days prior to set-up) and deliver to booth on installation day. Also, we will store and return empty containers, remove shipment from booth, and deliver to loading area of facility where it will be loaded on our company truck for return to advance warehouse. All shipments should arrive at least 10 days prior to set-up date. Late shipments are subject to an additional charge. Our charge for these services will be based on the inbound weight per shipment plus 7.5% FL sales tax and an 8% service fee. Vendor is responsible for appropriate packaging and labeling of all materials and is responsible for coordinating their own preferred shipping methods.

**MINIMUM HANDLING CHARGE OF \$150.00 PER SHIPMENT**

**PLEASE CIRCLE AT LEAST 1 (TOTAL WEIGHT OF COMBINED SHIPMENT)**

51 to 100 lbs	\$150.00
101 to 300 lbs	\$185.00
301 to 500 lbs	\$235.00
501 to 1000 lbs	\$315.00
1001 to 1500 lbs	\$415.00
1501 to 2000 lbs	\$535.00

*Bringing your ideas to life*

Over 2000 lbs	\$30.00/ cwt or fraction thereof
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**NOTE: LARGE SHIPMENTS MUST MAKE PRIOR ARRANGEMENTS.**

ALL SHIPMENTS MUST ARRIVE PREPAID AT OUR WAREHOUSE BY [DATE] (COLLECT SHIPMENTS WILL NOT BE ACCEPTED BY PRI PRODUCTIONS) All shipments MUST be consigned to the address indicated on this form. Mail this form to PRI PRODUCTIONS prior to show set-up. Convention halls, hotels etc DO NOT have proper storage facilities for handling freight. If your freight is unable to be transported via standard pallet methods there will be additional fees applicable for overweight shipments and transportation.

**SHIPMENT INSTRUCTIONS FOR PRE-SHOW SHIPMENTS**

All shipments must be PREPAID and addressed as follows:

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name:  
 C/O PRI Productions  
 1229 Clark St  
 Jacksonville, FL 32206

Inbound shipments received at the show facility during scheduled move-in will not be unlocked or placed in booth unless authorized by exhibitor. If authorized, we will place shipment(s) in booth, remove empty cartons, store and return empty cartons at the close of show, and charge according to inbound weight at the schedule of rates and services.

Uncrated or loose materials will be handled at the scheduled rate plus a 50% additional charge because of additional handling time. If uncrated or loose materials are received, we will document damage and notify shipper. PRI Productions will NOT be responsible for damage to uncrated and/or unskidded exhibit materials or concealed damage to materials.

**SHIPMENT INSTRUCTIONS FOR POST-SHOW SHIPMENTS**

All Outbound Shipment forwarding instructions must be presented to the freight desk at the close of the exhibition. It is the exhibitor’s sole responsibility to label each piece for outbound shipment and to submit a completed Bill of Lading or a copy of prepaid shipping label to PRI Productions covering each outbound shipment. PRI Productions will NOT be responsible for delays and/or rush shipments. All shipments will be expedited to the best of PRI Productions ability and all shipments will be routed at our own discretion and loaded on our company truck for temporary storage at the advance warehouse. PRI Productions is NOT responsible for scheduling, coordinating or ordering any shipments from the advance warehouse to their final destinations.



Packages must be scheduled to leave the warehouse no earlier than 48 business hours following show close. Any shipments requiring expedited shipment must be prearranged with PRI Productions.

Exhibitor material remaining after the move-out period without forwarding instructions will be shipped to the permanent address of the exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to PRI Productions. In any event, PRI Productions will NOT be liable for exhibit materials abandoned at the exhibit site. Exhibitors must make own arrangements for a special carrier to ship exhibit materials via special carrier.

Ship to: PRI Productions Date: \_\_\_\_\_

Address: 1229 Clark St

City/State/Zip: Jacksonville, FL 32206

Authorized by: \_\_\_\_\_ *Please Print Name*

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

**INSURANCE**

After exhibitor or exhibit materials are placed in the booth, PRI Productions will NOT be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition. Therefore, please make certain all of your material is properly insured against fire, theft, and all hazards, while in transit, to and from your booth, as well as for the duration of the exhibition.

**LIMIT OF LIABILITY**

\$0.25 per lb per article with a maximum \$50. 00 per article.

Exhibit storage between shows is available through PRI Productions. Please inquire as to rate and arrangements for this time and money savings service.

**PAYMENT INFORMATION**

If you are tax exempt please submit your tax exemption certificate with payment.

Material Handling Total: \$\_\_\_\_\_



7.5% FL Tax: \$ \_\_\_\_\_

Service Fee (8%) \$ \_\_\_\_\_

**Order Total:** \$ \_\_\_\_\_

Payment by: VISA / MC / AMEX / CHECK / OTHER

CC Number: \_\_\_\_\_

Expire: \_\_\_\_\_/\_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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