



# Virginia Association of Science Teachers

Annual PDI. November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

## GENERAL INFORMATION

**10' WIDE X 8' DEEP, BOOTH PACKAGE INCLUDES:** 8' back drape (Black), 3' side rails (Black), One 6' table (white top, black skirt), two chairs, waste basket and ID sign.

**EXHIBITOR MOVE IN:** Exhibitor move in is **Thursday November 16, 2023**, 10:00 am – 5:00 pm Thursday.

**EXHIBIT DATES & HOURS:** **Thursday November 16, 2023**, – 7:30 pm – 9:00 pm. **Friday November 17, 2023** – 7:30 am – 10:30 am, then 2:00 pm – 5:45 pm. **Saturday November 18, 2023**, – 7:30 am – 9:30 am.

**EXHIBITOR MOVE OUT:** **SATURDAY, NOVEMBER 18, 2023 – 12:15 PM – 2:00 PM.** The Exhibit Hall must be completely cleared out by 2:00 pm Saturday November 18, 2023.

**DRAYAGE SERVICE/MATERIAL HANDLING/LABOR:** Premier Exhibit is the official show drayage and material handling contractor. See forms in this Exhibitor Kit regarding advance and direct shipping. To avoid additional storage and handling charges, be sure all freight has the appropriate completed bill of lading. Blank bill of lading are available at the Premier Exhibit Services Booth in the Exhibit Hall. For outbound FedEx / UPS – Bring or arrange to have pre-printed labels to place on each package.

**Electricity is NOT included** with the booth rental fee. Order direct from the Hotel Roanoke. See Electrical Service Order Form on pages 5-16 of this kit.

**FURNITURE RENTAL:** The official show decorator/furniture rental supplier is Premier Exhibit. All pre-ordered booth furnishings will be delivered to your exhibit space during set-up. For on-site order availability, changes, or questions visit the Premier Exhibit Services Booth in the ballroom.

**LABOR:** For booth display set-up assistance and dismantle supplied by Premier Exhibit, see labor order form on page 12 of this kit.

**SAFETY:** Show Management reserves the right to prohibit, restrict, or require the alteration or removal of any exhibit which is deemed unsafe, dangerous, or detracts from the general character of the Show. Take the necessary precautions to demonstrate equipment safely. All exhibits must conform to local fire codes and other restrictions.

**SECURITY:** Entrance doors to the exhibit areas will not be locked during non-exhibit hours due to hotel protocol. Exhibitors are reminded to take proper precautions to secure valuable materials. Show Management shall not be liable for any loss or damage

THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL

2023 ANNUAL IN-PERSON PROFESSIONAL DEVELOPMENT INSTITUTE#



# Virginia Association of Science Teachers

Annual PDI. November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

## EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

**For your convenience we also offer online ordering: <https://premiereeservices.boomerecommerce.com>**

The following information sheets/order forms in this packet are listed in alphabetical order for easy reference.

INFORMATION SHEET/ORDER FORMS:	Pg#	VENDOR:	ACTION:	DEADLINE:
Booth Furnishings Form (Rental Order Form)	4	Premier Exhibit		Nov 9
Booth Cleaning form	13	Premier Exhibit		Nov 9
Drayage Information	5-11	Premier Exhibit	Adv./Direct Shipping	Nov 9
Electrical Service Order	15-16	Hotel Roanoke		Nov 6
Internet Service Order	15-16	Hotel Roanoke		Nov 6
General Information	1-2		Information	
Labor (Exhibit & Temporary) Order Form	12	Premier Exhibit		Nov 9
Outbound Shipping	11	Premier Exhibit		Nov 9
Payment – Premier Exhibit Policy Form	3	Premier Exhibit		Nov 9
Schedule at a Glance	17-18	VAST		
Shipping Labels	9-10	Premier Exhibit		
Signs & Graphics	14	Premier Exhibit		Nov 1

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# PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO PREMIER EXHIBIT



**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!**  
★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★



**Virginia Association of Science Teachers**

Annual PDI: November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY PREMIER EXHIBIT & EVENT FOR THE EVENT LISTED AE

### TERMS

DISCOUNT PRICES only apply to advance orders with payment IN FULL that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS.

*We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.*

EXHIBITOR SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE: ELECTRICAL AND/OR TELECOMMUNICATION ORDERS SHOULD PLACED DIRECTLY WITH Hotel Roanoke

### PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_ CHECK TOTAL: \$ \_\_\_\_\_

### PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE)  MasterCard  Visa  American Express

**EXPIRATION DATE**

ACCOUNT NUMBER:

CVC 3 (or) 4 DIGIT CODE

MONTH / YEAR

SIGNATURE: \_\_\_\_\_

PLEASE PRINT CLEARLY: Cardholders Name: \_\_\_\_\_

Cardholders Billing Address: \_\_\_\_\_

Your Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Street City State Zip



# RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**



## Virginia Association of Science Teachers

Annual PDI. November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

Orders must be received by Thursday November 9, 2023  
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

### SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$45.00	\$55.00	
	Molded Plastic Folding Chair	\$25.00	\$30.00	
	Bar Stool	\$30.00	\$40.00	
	Upholstered High Back Stool	\$50.00	\$75.00	
	Office Chair	\$175.00	NA	

### ACCESSORIES

		Advance Price	Show Price	Amount
	Waste Basket with Liner	\$15.00	\$20.00	
	Floor Easel	\$25.00	\$30.00	
	Bag Rack	\$65.00	\$75.00	
	Literature Rack	\$105.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$55.00	\$65.00	

### TABLE TOP RISERS & DRAPING

		Advance Price	Show Price	Amount
	6'x 1'x 12" Riser / Draped	\$55.00	\$65.00	
	8'x 1'x 12" Riser / Draped	\$65.00	\$75.00	

### TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$75.00	\$90.00	
	6'x 2' Standard 30" High	\$85.00	\$100.00	
	8'x 2' Standard 30" High	\$95.00	\$105.00	
	4'x 2' Raised 42" High	\$90.00	\$110.00	
	6'x 2' Raised 42" High	\$100.00	\$120.00	
	8'x 2' Raised 42" High	\$115.00	\$135.00	

Skirted tables include vinyl top & pleated skirt on three sides.

#### Skirt Colors

White  Blue  Black  Red

### FOURTH SIDE TABLE SKIRT

		Advance Price	Show Price	Amount
	30" High Table	\$18.00	\$28.00	
	42" High Table	\$24.00	\$34.00	

### ROUND TABLES & LINENS

		Advance Price	Show Price	Amount
	3' Round Table (30" High)	\$75.00	\$85.00	
	5' Round Table	\$95.00	\$115.00	
	36"R Pedestal Table (42" H)	\$85.00	\$100.00	

PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.

#### CANCELLATION POLICY:

Items cancelled after move-in begins  
will be charged at 50% of original price.

#### TOTAL YOUR ORDER HERE

Sub-Total ..... \$ .....  
..... \$ .....  
TOTAL DUE ..... \$ .....

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event Virginia Association of Science Teachers

Hotel Roanoke

November 15 - 18, 2023

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEServices.com  
 www.premierEEServices.com

# DRAYAGE SERVICE ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
 PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
 FORM AND RETURN WITH YOUR ORDER !!

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:**

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  
*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$70.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)  
 Small Box Rate \$30.00 per box (Must be less than 30 lbs)

**Advance Shipments will be received**

Between Oct 30 through Nov 9, 2023

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

**SERVICE B - DIRECT SHIPMENT TO SHOW SITE:**

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments! Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$68.00 PER CWT (100 lbs.) per shipment.  
 Small Box Rate \$25.00 per box (Must be less than 30 lbs)

**Direct Shipments will ONLY be received  
 during the following dates & times**



November 15, 2023. 8:00 am - 4:00 pm

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

**EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:**

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Your Company Name VAST c/o Premier Exhibit & Event 8411 Sanford Dr Henrico, VA 23228	Hotel Roanoke c/o Premier Exhibit 110 Shenandoah Ave NE Roanoke, VA 24016

**SPECIAL SERVICES:**

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_

Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

(# of CWT's) x \$ \_\_\_\_\_ (Rate) **TOTAL AMOUNT DUE FOR DRAYAGE: \$** \_\_\_\_\_  
**TOTAL AMOUNT SPECIAL SERVICES: \$** \_\_\_\_\_  
**GRAND TOTAL DUE THIS ORDER: \$** \_\_\_\_\_

ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE  
 THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER

**Name of Event** Virginia Association of Science Teachers  
 Hotel Roanoke  
 November 15 - 18, 2023

## **LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY**

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between October 30<sup>th</sup> through November 9<sup>th</sup>, 2023. Shipments will be charged an additional delivery fee if after November 9<sup>th</sup>. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT)**

**Only arrive on November 15, 2023. 8 am – 4 pm.**

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW**

will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**



# ADVANCE WAREHOUSE

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO:

**PREMIER EXHIBIT**  
8411 Sanford Dr.  
Henrico, VA 23228

VAST

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

Booth # \_\_\_\_\_

**Must arrive between October 30 – November 9, 2023**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO:

**PREMIER EXHIBIT**  
8411 Sanford Dr.  
Henrico, VA 23228

VAST

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

Booth # \_\_\_\_\_

**Must arrive between October 30 – November 9, 2023**

# Direct Shipment

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO **Hotel Roanoke**  
**c/o PREMIER EXHIBIT**  
**110 Shenandoah Ave NE.**  
**Roanoke, VA 24016**

VAST

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

Booth # \_\_\_\_\_

Only arrive- November 15, 2023. 8 am - 4 pm.

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# Direct Shipment

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO: **Hotel Roanoke**  
**c/o PREMIER EXHIBIT**  
**110 Shenandoah Ave NE.**  
**Roanoke, VA 24016**

VAST

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

Booth # \_\_\_\_\_

Only arrive- November 15, 2023. 8 am - 4 pm.



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEservices.com  
 www.premierEEservices.com

## OUT BOUND SHIPPING

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### PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING

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YRC Freight is the Official On-Site LTL Carrier for the show. If you have an account with YRC and would like to take advantage of using their services, please see the Premier Service desk to complete a YRC Freight bill of lading or turn in a completed bill of lading. Packages shipping out FedEx or UPS must have a pre-printed label attached to each item.

**PLEASE NOTE: If you do not have an account with YRC Freight, but would like the convenience of using the on-site Carrier,** Premier can provide you with a shipping quote based on their YRC account. Premier has discounted rates with YRC, which allows for very competitive & cost efficient shipping opportunities. Please see the Premier service desk to complete an outbound shipping rate quote request.

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#### **OUTBOUND SHIPPING VIA A CARRIER OTHER THAN YRC FREIGHT - Please note the following:**

1. All outbound shipments MUST be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned in to the Premier Service Desk prior to your departure. "Generic" bills of lading, YRC, UPS & Fed Ex labels are available at the Service Desk for your convenience. If shipping FedEx or UPS, bring or arrange to have pre-printed labels for return ship.

### ***DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!***

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

2. All materials MUST contain a shipping address for your next destination to prevent shipment separation.
3. When shipping to different destinations, a separate bill of lading is required for each destination.
4. All outbound shipments should be addressed/labeled as follows:

<b>FROM:</b>	SHIPPER NAME:	Your Company Name
	SHOW NAME:	VA Association of Science Teachers
	FACILITY:	Hotel Roanoke
	ADDRESS:	110 Shenandoah Ave NE
	CITY, STATE, ZIP:	Roanoke, VA 24016

<b>TO:</b>	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. If you are using a carrier other than YRC Freight, YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED  
 FROM the Hotel Roanoke  
 BY 2:00 pm Saturday November 18, 2023**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL BE FORCED ON THE SHOW CARRIER (YRC FREIGHT) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.

## EXHIBIT & TEMPORARY LABOR ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!



Virginia Association of Science Teachers

Annual PDI, November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

**Straight time** rate of \$75.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply

**Overtime** rate of \$112.50.00 per hour is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

**Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.**

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
<b>SUB-TOTAL</b>							
<b>SUPERVISION CHARGE</b>							
<b>GRAND TOTAL</b>							

Exhibitor will furnish supervision for  Installation  Dismantling  
Premier Exhibit to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.**

*PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.*

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Name of event \_\_\_\_\_  
Virginia Association of Science Teachers  
Hotel Roanoke  
November 15 - 18, 2023

Booth No. \_\_\_\_\_

**Premier Exhibit  
& Event Services**  
A Red Carpet Experience Every Time



P.O. Box 9986  
Richmond, VA  
Phone 804-338-5329  
Fax 804-237-0458  
Email—info@premierEEservices.com  
www.premierEEservices.com

**BOOTH CLEANING ORDER FORM**



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER**



**Virginia Association of Science Teachers**

Annual PDI. November 16—18, 2023, Hotel Roanoke, Roanoke, Virginia.

**CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!**

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

- DAILY - Before initial opening of event and daily there after**
- ONCE - Before initial opening of event ONLY**

Please compute cost below:

**ADVANCE PRICE \$ .65 PER SQUARE FOOT**

**SHOW PRICE \$ .75 PER SQUARE FOOT**

**NOTE: MINIMUM 100 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$ \_\_\_\_\_

**TOTAL  
AMOUNT  
DUE**

*Please return one copy to Premier Exhibit & Event Services and retain a copy for your files*

**Please print or type below:**

Your Company \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_  
 Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_

Name of Event - Virginia Association of Science Teachers  
 Hotel Roanoke  
 November 15 - 18 2023



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEServices.com  
 www.premierEEServices.com

## CUSTOM SIGNS AND GRAPHICS



To order custom signs/graphics, email this completed form, your Payment Policy Form, and a copy of your electronic artwork file to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com) Orders must be received by due date listed below. Please note: All orders are subject to a 100% cancellation charge. Please retain a copy for your files.

**Deadline Date for Advance Pricing: Wednesday 11/1/2023**      **No orders accepted after: Monday 11/6/2023**

### STANDARD SIZE SIGNS

Please note: all standard signs are printed on 3/16" thick foamcore. UV Coat.  
 Call for price quote if another print material is required/preferred.

Choose Your Size:

QTY	DESCRIPTION	ADV. PRICE	AFTER 11/1/23	TOTAL
	22" X 28" VERTICAL	\$50.00/ea.	\$65.00/ea.	
	22" X 28" HORIZONTAL	\$50.00/ea.	\$65.00/ea.	
	24" X 36" VERTICAL	\$70.00/ea.	\$85.00/ea.	
	24" X 36" HORIZONTAL	\$70.00/ea.	\$85.00/ea.	

### VINYL BANNERS & BANNERSTANDS with Digital Printing

QTY	DESCRIPTION	ADV. PRICE	AFTER 11/1/23	TOTAL
SQFT	VINYL BANNER (HORIZONTAL W/ GROMMETS) _____ FT. X _____ FT.	\$6.50/SQFT	\$7.50/SQFT	
	BANNERSTAND/"POP UP" SIGN (33.5" x 78" viewable area)	\$210.00	ADV. ORDER ONLY	

### SIGN ACCESSORIES & GRAPHIC DESIGN

QTY	DESCRIPTION	ADV. PRICE	AFTER 11/1/23	TOTAL
	FOAMCORE ARROW (to fit 22" x 28" & 24" x 36")	\$8.00/ea.	\$10.00/ea.	
	VELCRO (for arrow)	\$5.00/ea.	\$6.50/ea.	
	GRAPHIC DESIGN FEE (1HR MIN.)	\$120.00/HR	NA	

#### SUBMITTING ORDERS & ARTWORK:

(PLEASE READ ALL INSTRUCTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR ORDER)

All graphic files should be emailed in a high resolution pdf file type at 200 dpi at final size.

Email all orders & graphic files to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com)

Please note: additional charges may be incurred if artwork requires file conversion, color adjustments, retouching, etc.

Files may be sent by a DropBox link or other FTP site if required due to a large file size. Please contact

[wes@premierEEServices.com](mailto:wes@premierEEServices.com) for questions.

Please print or type below:

Your Company Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

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

Fax #: \_\_\_\_\_

Authorized By (Print name): \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Event: Virginia Association of Science Teachers  
Hotel Roanoke  
November 15 - 18, 2023



THE HOTEL ROANOKE & CONFERENCE CENTER

### VENDOR REQUEST FORM

Conference/Event Name: VAST

Vendor Setup Date: Thursday, November 16, 2023 Vendor Setup Time: 10:00 AM

Vendor Breakdown Date: Saturday, November 18, 2023 Vendor Breakout Time: 9:30 AM

**VENDOR FORMS MUST BE SUBMITTED BY: MONDAY, NOVEMBER 6, 2023**

Please complete the following information:

Organization / Name of Exhibitor: \_\_\_\_\_

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

**Payment Information:**

Name, as it appears on card: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Last 4 Digits of Credit Card Only: \_\_\_\_\_

E-Mail Address to send receipt: \_\_\_\_\_

**NOTE: Upon receipt of the Vendor Request Form, the Accounting office will contact you for payment.**

Please indicate special technology and/or electrical equipment needed.

Electrical Needs:			
Equipment	QTY	COST	TOTAL
110 Power Outlet		\$ 150.00	\$ -
Power Strip (Does not include power)		\$ 48.00	\$ -
208 / 220 Outlet		\$ 567.00	\$ -
Power Box: (4) 110 Outlets and (1) 220 Outlet		\$ 756.00	\$ -
220 Pigtail (200 Amp)		\$ 1,890.00	\$ -
Propane Firepit/Heater		\$ 150.00	\$ -
Lift w/ Driver (Charged per hour)		\$ 55.00	\$ -
6ft Table (Limited Availability)		\$ 30.00	\$ -
Chandelier Removal		\$ 750.00	\$ -
Additional Electrical as quoted by Engineer (Please List)			

#### Technology Requests

**NOTE: Wireless Internet access can be purchased on-site with a major credit card via web interface.**

Equipment	QTY	COST	TOTAL
Phone Line (Local & Toll Free Calls Only)		\$ 76.44	\$ -
Wired Internet Access (Shared; 20Mbps-Up, 20Mbps-Down)		\$ 63.70	\$ -
Wireless Internet Access (Shared; 20Mbps-Up, 20Mbps-Down)		\$ 38.41	\$ -
Wireless Internet Access (Shared; 10Mbps-Up, 10Mbps-Down)		\$ 12.68	\$ -
Telephone with Line (Local & Toll Free Calls Only)		\$ 76.44	\$ -
5' - 8' Tripod Screen		\$ 44.59	\$ -
50" LCD TV on Stand or Table (Limited Availability)		\$ 286.66	\$ -
75" LCD TV on Stand (Limited Availability)		\$ 573.33	\$ -
Laptop with WiFi Access (Limited Availability)		\$ 477.78	\$ -
LED Up-Light (Per Light)		\$ 50.96	\$ -

**VENDOR FORMS MUST BE SUBMITTED BY: MONDAY, NOVEMBER 6, 2023**

Vendor charges are for the full event time and inclusive of all applicable service charge and tax. All charges must be paid in advance by check or credit card. All items are subject to availability.

Please call Nick Hansbrough for special requests at 540-853-8269 or via e-mail at [nhansbrough@hotelroanoke.com](mailto:nhansbrough@hotelroanoke.com)

POLICIES AND PROCEDURES

1. Shipments: Please consult your vendor guidelines supplied by the conference for shipping information. If shipments are to be made to the hotel, they will not be accepted more than three (3) days prior to conference. Please ensure the following information appears on the outside of each parcel:

- Name of Conference
- Senders Name / Phone Number
- Organization name as listed with conference vendor registration
- Your on-site contact or receiver of parcel(s)
- Number of parcels per delivery
- Booth Number (if known)

2. Additional Usage: Any additional electrical or equipment used on site will be charge accordingly to the credit card provided. In addition, you will be responsible for any damages to hotel property or other vendor(s) property should you or your agent misuse or overload electrical connections.

3. Personal Property: In no event shall Hotel, Owners, or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees. Any items left after the exhibit hall teardown is not the responsibility of the hotel and will be discarded.

4. Indemnity: As an exhibitor, you assume entire responsibility and hereby agree to protect, indemnify, defend and save The Hotel Roanoke & Conference Center, its owners, employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by your installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding and such liability caused by the sole negligence of The Hotel Roanoke & Conference Center, its owners, employees and agents. In addition, you acknowledge The Hotel Roanoke & Conference Center does not maintain insurance covering your property and that it is your sole responsibility to obtain business interruption and property damage insurance covering such losses.

5. Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated. Displays or equipment may not be placed in the path of emergency fire gates or doors.

6. Parking: Trucks and vehicles may be **temporarily** parked at conference center entrance and must be removed as soon as they are emptied. Prior approval must be arranged through our Receiving Department for any loading dock usage. Outdoor display items must have prior approval; please contact the hotel contact listed below.

7. Moving Equipment: The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.

8. Package Pick-Up: All delivery/pick-up schedules for packages for the shipping company must be arranged with the hotel's shipping and receiving department prior to your departure. The hotel is not responsible for parcels left behind without prior arrangements made.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**EMAIL COMPLETED FORM TO: Nick Hansbrough at [nhansbrough@hotelroanoke.com](mailto:nhansbrough@hotelroanoke.com)**  
**Checks can be mailed to: The Hotel Roanoke & Conference Center;**  
**110 Shenandoah Ave; Roanoke, VA 24016; Phone: 540.853.8269**



# Virginia Association of Science Teachers 2023 Professional Development Institute

## Schedule At a Glance

(Draft as of 06-21-2023)

### Wednesday November 15, 2023

7:00 PM – 8:30 PM VAST Board of Directors Meeting

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### Thursday November 16, 2023

**Ticketed Donna Sterling Institute** (separate registration from the PDI)  
Title: *“Create the Future: Using Engineering Problem-based Learning to Solve Transportation Challenges”*

7:30 AM Continental Breakfast and Check in (Washington Lecture Hall)

8:00 AM – 3:00 PM Sterling Institute Presentations and Lunch

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2:30 PM – 6:00 PM VAST PDI Registration Desk Open

3:15 PM – 5:00 PM **Pre-Conference Ticketed Workshops**

#1: Connecting Classrooms and Communities

Sponsored by the Science Museum of Western Virginia

#2: Engaging Students Through Phenomena-based Instruction

Sponsored by hand2mind

#3: Introduction to Small Unscrewed Aircraft Systems (sUAS, or Drones)

Sponsored by the Virginia Space Grant Consortium

2:30 PM – 5:00 PM **Pre-Conference Ticketed Field Experiences**

#1: Mill Mountain Theatre – Science in Live Theatre

#2: Roanoke Pinball Museum – Physics and Engineering in the Pinball Machines

6:00 PM – 7:15 PM **Welcome to the PDI, General Session I** (Roanoke Ballroom AB)

Speaker: Joshua Whitlinger, sponsored by Five Ponds Press

Title: *“Imbedding Social and Emotional Learning into Everyday Lessons”*

(Door prize giveaway, must be present to win)

7:30 PM – 9:00 PM **Night with the Exhibitors** (Roanoke Ballroom C-H)

Sponsored by WorldStrides

### Friday November 17, 2023

7:15 AM – 5:00 PM Registration Desk Open

7:30 AM- 8:30 AM Continental Breakfast in the Exhibit Hall

7:30 AM – 10:30 AM **Exhibit Hall Open** (Roanoke Ballroom C-H)

8:30 AM – 9:20 AM Concurrent Session 1 Breakout Presentations

9:35 AM – 10:25 AM Concurrent Session 2 Breakout Presentations

10:40 AM - Noon **General Session II and Business Meeting** (Roanoke Ballroom AB)

Speaker: Dr. Bethany Brookshire

Title: *“Don’t Dumb it Down: Science Communication and Journalism”*

(Door prize giveaway, must be present to win)

Noon – 1:00 PM Ticketed Lunch (Shenandoah)

2:00 PM – 5:45 PM Exhibit Hall Open

1:10 PM – 2:00 PM Concurrent Session 3 Breakout Presentations

2:15 PM – 3:05 PM Concurrent Session 4 Breakout Presentations

3:20 PM – 4:10 PM Concurrent Session 5 Breakout Presentations

- 4:25 PM – 5:15 PM Concurrent Session 6 Breakout Presentations
- 5:30 PM – 6:45 PM Celebration Ticketed Dinner (Awardees will be recognized.) (Roanoke Ballroom AB)
- 7:00 PM – 9:00 PM Science Museum of Western Virginia Viewing Party, Social, D.J., Higher Ed Throughout the Regions  
(1 Market Square, SE)

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Saturday November 18, 2023

- 7:30 AM – 10:30 AM Registration Desk Open
- 7:30 AM- 8:30 AM Continental Breakfast in the Exhibit Hall
- 7:30 AM- 9:30 AM Exhibit Hall Open (exhibitor giveaways)
- 9:45 AM – 10:35 AM Concurrent Session 7 Breakout Presentations
- 10:50 AM – 11:40 AM Concurrent Session 8 Breakout Presentations
- 11:55 AM-12:45 PM Concurrent Session 9 Breakout Presentations
- 12:45 PM– 1:00 PM Pickup Ticketed Box Lunch to eat during General Session III
- 1:00 PM – 2:15 PM **General Session III, Meet your VAST Officers** (Roanoke Ballroom AB)  
Speaker: Laura Akerson, sponsored by the Virginia Space Grant Consortium  
Title: *“Teachers are the Spark”*  
(Extra-Special Door Prizes Giveaway, must be present to win)