



# VIRGINIA ASSOCIATION OF FEDERAL EDUCATION PROGRAM ADMINISTRATORS

CONFERENCE DATES: **October 16-17, 2017**

Double Tree by Hilton Hotel Williamsburg

## EXHIBITOR REGISTRATION FORM

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone ( ) \_\_\_\_\_ Ext \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Representatives Attending \_\_\_\_\_

### BASIC SPONSORSHIP FEES:

On **October 16, 2017** Exhibitors set up starting at 7:00 a.m. (Attendees will arrive around 10:00 a.m.)  
At the end of the day on **October 17, 2017**, Exhibitors should be prepared to breakdown table(s).

**Bronze Level (Basic) Sponsorship (\$600)** \$ \_\_\_\_\_

**Gold Level Sponsorship (\$1000)** \$ \_\_\_\_\_

**Platinum Level Sponsorship (\$2000)** \$ \_\_\_\_\_

**Additional Meals** for individuals **not included** with  
Basic Sponsorship  
(Breakfast on 10/17, 2017 **And/Or**  
Lunch on 10/16- 10/17, 2017)

\$25.00 x \_\_\_\_\_ = \$

**Grand Total Enclosed:** \$

### EXHIBITOR ON SITE INFORMATION:

VENDOR DISPLAY TIMES **and** OTHER PERTINENT INFORMATION:

#### Monday, October 16, 2017

**7:00 a.m. Exhibitor Set-up & Continental Breakfast**

10:00 a.m. – 5:00 p.m. Exhibitor Visitation

**12:00 p.m. – 1:30 p.m. Lunch**

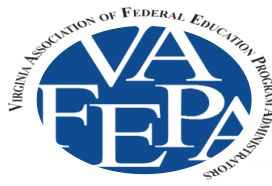
#### Tuesday, October 17, 2017

**8:00 a.m. Continental Breakfast**

8:00 a.m. – 5:00 p.m. Exhibitor Visitation

**12:00 p.m. – 1:30 p.m. Lunch**

5:00 p.m. – Exhibitor Breakdown



## EXHIBITOR ON SITE INFORMATION:

Exhibitors will set-up in the designated area of the hotel. Please find attached:

\*Hotel Request Form for telephone, electrical, banner and internet

***Receipt of payment will determine priority table assignments.*** You will be notified by e-mail that an exhibit space has been reserved for your company and that payment was received. Exhibitors will also need to bring electrical cords, or you will be charged by the hotel for obtaining one. Attached please find the Hotel Request Form for telephone, electrical, banner and internet.

Under "Basic Sponsorship" you will receive one (1) Breakfast and two (2) Lunches with your table reservation. You would need to pay for additional individuals associated with your group, that would be on-site. Tickets for additional tables and meals will be included in your Exhibitor Packet.

## DONATED ITEMS:

**All donated items for conference bags should be sent to Carl McDaniel no later than: July 31, 2017**

Check if donating a door prize to be awarded during the exhibitor break \_\_\_\_\_

Check if donating items for 200 conference participant bags \_\_\_\_\_

Check if donating special item to be given out at awards luncheon \_\_\_\_\_

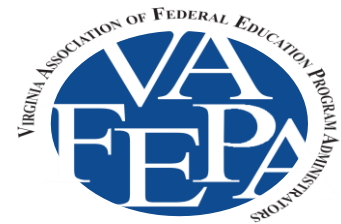
Please describe the item(s) being donated (pens, padfolios, etc.): \_\_\_\_\_

If you have any questions, please call Dr. Wilbert Ware at 804-457-4810 or e-mail at [wware@earthlink.net](mailto:wware@earthlink.net) or Carl McDaniel at 540-853-2958 or e-mail at [cmcdaniel@rcps.info](mailto:cmcdaniel@rcps.info)

**Payment Information:** Make checks payable to VAFEPA, and mail check and registration form to Carl McDaniel. Roanoke City Public Schools, 40 Douglass Ave., Roanoke, VA 24012 – You can also email your registration to [cmcdaniel@rcps.info](mailto:cmcdaniel@rcps.info) or fax to 540-853-2959.

## To pay using a credit card:

Go to the VAFEPA website at [www.vafepa.org](http://www.vafepa.org) and click on the payment button located on the the conference page of the website



Greetings Exhibitors!

The 22nd Annual Virginia Association of Federal Education Program Administrators (VAFEPA) Conference is scheduled for **October 16-18, 2017** at the Double Tree by Hilton Hotel Williamsburg at 50 Kingsmill Road in Williamsburg, Virginia. The theme this year is “**The Whole Child: Federal Programs Collaborating to Showcasing Best Practices**”. Through your sponsorship, we are able to create scholarship possibilities for students in Virginia. This year we even have two (2) students from Virginia to be recongized on a *national* level by way of our partner association, the National Association of Federal Education Program Administrators!

We are pleased to announce that the conference will be co-sponsored by the Virginia Department of Education. The conference will provide an excellent opportunity for you to streamline your efforts in connecting with school divisions, central office administrators, principals, and teachers across Virginia. You will also have the opportunity to speak with program directors of the following federal programs:

Title I	Improving The Academic Achievement Of The Disadvantaged
Title II	Preparing, Training, and Recruiting High Quality Teachers and Principals
Title III	Language Instruction for Limited English Proficient and Immigrant Students
Title VI	Rural and Low-Income School Programs
Title IX	McKinney-Vento Homeless Education Assistance (Part A)

Below is a *tenative* schedule for exhibitors, which will allow a greater number of participants to learn about your products and services. This year Exhibitors are scheduled to line the outside perimeter of the pre-function space of the hotel (schematic of hotel layout attached). The below schedule will allow participants the opportunity to visit the exhibits anytime throughout the day.

**Monday, October 16, 2017**

**7:00 a.m. Exhibitor Set-up & Continental Breakfast**

10:00 a.m. – 5:00 p.m. Exhibitor Visitation

**12:00 p.m. – 12:00 p.m. Lunch**

**Tuesday, October 17, 2017**

**8:00 a.m. Continental Breakfast**

8:00 a.m. – 5:00 p.m. Exhibitor Visitation

**12:00 p.m. – 1:30 p.m. Lunch**

5:00 p.m. – Exhibitor Breakdown

In addition, we are increasing the opportunities for vendors this year by allowing you to choose among various levels of sponsorship. The levels of sponsorship are as follows:

**Bronze Level (Basic) Sponsorship (\$600) Includes:**

**One Table**

**Free Morning Breakfast and Lunches**

**Free electrical hook-up and internet**

**Contact information in program**



**Gold Level Sponsorship (\$1000) Includes:**

**Two Tables**

**Free Morning Breakfast and Lunches**

**Free electrical hook-up and internet**

**Contact information in program**

**Platinum Level Sponsorship (\$2000) Includes:**

**Three Tables**

**Free Morning Breakfast and Lunches**

**Free electrical hook-up and internet**

**Contact information in program**

**Full page Ad in Conference Program**

**Recognition with an opportunity to address participants**

**Receipt of payment will determine priority table assignments.** You will be notified by e-mail that an exhibit space has been reserved for your company and that payment was received. Exhibitors will also need to bring electrical cords, or you will be charged by the hotel for obtaining one. Attached please find the [Hotel Request Form](#) for telephone, electrical, banner and internet.

Under "Sponsorship" one (1) Breakfast and two (2) Lunches are incorporated in your fee. You would need to pay for additional individuals associated with your group, that would be on-site. Tickets for additional tables and meals will be included in your Exhibitor Packet.

Hotel reservations (**\$91.00** + 11% tax +\$2 per night occupancy tax) may be made directly with the Double Tree by Hilton Hotel Williamsburg by accessing the Hilton link on the VAFEPA.org page, calling (757-220-2500) toll free (855-271-3621), by **September 15, 2017**. (Note: The VAFEPA tax identification number is 621449060.)

If you have any donated items for conference bags, they should be sent to Carl McDaniel by **July 31, 2017**.

Please return the attached Exhibitor Registration Form and your check (made payable to **VAFEPA**) by **July 31, 2017** to: Carl McDaniel, Roanoke City Public Schools, 40 Douglass Ave., Roanoke, Virginia 24012.

We look forward to working with you as our educational business partner! If you have any questions, please call Dr. Wilbert Ware at 804-457-4810 or e-mail at [wbware@earthlink.net](mailto:wbware@earthlink.net) or Carl McDaniel at 540-853-2958 or e-mail at [cmcdaniel@rcps.info](mailto:cmcdaniel@rcps.info)

Sincerely,

Carl McDaniel  
Exhibitor Co-Chairperson

Wilbert B. Ware  
Exhibitor Co-Chairperson

