



VIRGINIA ASSOCIATION OF FEDERAL EDUCATION PROGRAM ADMINISTRATORS
CONFERENCE DATES: **October 10-12, 2016**
Hilton Richmond Hotel and Spa at Short Pump
EXHIBITOR REGISTRATION FORM

Contact Name _____

Contact Email _____

Company _____

Address _____

City _____ State _____ Zip _____

Telephone () _____ Ext _____ Fax () _____

Representatives Attending _____

BASIC SPONSORSHIP FEES:

On **October 10, 2016** Exhibitors set up starting at 7:00 a.m. (Attendees will arrive around 11:00 a.m.)
At the end of the day on **October 11, 2016**, Exhibitors should be prepared to breakdown table(s).

Basic Sponsorship (\$550)

- Basic Sponsorship includes 1 table
- **Free** Morning Breakfast and Lunches
- **Free** electrical hook-up and internet

Basic Total: \$550.00

ADDITIONAL ITEM CHARGES:

Additional Table (@ \$300 each) \$300.00 x _____ = \$ _____

*Only 2 tables per Exhibitor until they are gone; due to quantity available

Additional Meals for individuals **not included** with Basic Sponsorship
(Breakfast on 10/11, 2016 **And/Or**
Lunch on 10/10 - 10/11, 2016)

\$25.00 x _____ = \$ _____

Grand Total Enclosed: \$

EXHIBITOR ON SITE INFORMATION:

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

Monday, October 10, 2016

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

8:00 a.m. – 12:30 p.m. Exhibitor Visitation

11:00 a.m. – 12:00 p.m. Box Lunch Pick-up

4:00 p.m. – 5:30 p.m. Exhibitor Visitation

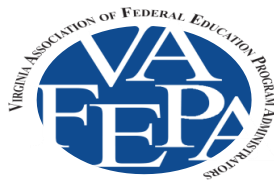
Tuesday, October 11, 2016

7:30 a.m. Continental Breakfast

7:30 a.m. – 5:30 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 pre-function area of the hotel. Please find attached:

- *Hotel Request Form for telephone, electrical, banner and internet
- *Hotel Map

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. Please note that exhibitors will only be allowed two (2) tables due to availability. 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 Marymargaret Cardwell no later than: July 31, 2016

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

Check if donating items for 200 conference participant bags _____

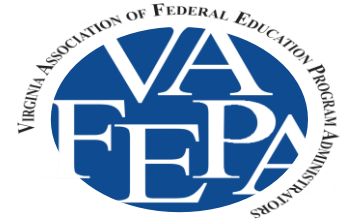
Check if donating special item to be given out at awards luncheon

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

If you have any questions, please call Wilbert Ware at 804-457-4810 or e-mail at wbware@earthlink.net or Marymargaret Cardwell at 434-946-9386 ext. 9554 or e-mail at mcardwell@amherst.k12.va.us.

Please return the Exhibitor Registration Form and your check (made payable to **VAFEPA**) no later than **July 31, 2016** to:

Marymargaret Cardwell
Amherst County Public Schools
P. O. Box 1257
Amherst, Virginia 24521



Greetings Exhibitors!

The 21th Annual Virginia Association of Federal Education Program Administrators (VAFEPA) Conference is scheduled for **October 10-12, 2016** at the Hilton Richmond Hotel and Spa at Short Pump in Richmond, Virginia. The theme this year is “**Advancing Equity and Excellence to Create Possibilities**”. 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 X | McKinney-Vento Homeless Education Assistance (Part C) |

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.

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8:00 a.m. – 5:30 p.m. Exhibitor Visitation

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Tuesday, October 11, 2016

7:30 a.m. Continental Breakfast

7:30 a.m. – 5:30 p.m. Exhibitor Visitation

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Under “Basic 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 (**\$89.00** plus 13% tax per night) may be made directly with the Hilton Richmond Hotel and Spa at Short Pump by accessing the Hilton link on the VAFEPA.org page, calling (804-364-3600) toll free (855-271-3621) or by the internet at: **http://www.Virginia Association of Federal Education Program Administrators**, by **September 10, 2016**. (Note: The VAFEPA tax identification number is 621449060.)



If you have any donated items for conference bags, they should be sent to Marymargaret Cardwell by **July 31, 2016.**

Please return the attached Exhibitor Registration Form and your check (made payable to **VAFEP**) by **July 31, 2016** to:

Marymargaret Cardwell
Amherst County Public Schools
P. O. Box 1257
Amherst, Virginia 24521

We look forward to working with you as our educational business partner! If you have any questions, please call Wilbert Ware at 804-457-4810 or e-mail at wswire@earthlink.net or Marymargaret Cardwell at 434-946-9386 ext. 9554 or e-mail at mcardwell@amherst.k12.va.us.

Sincerely,

Marymargaret Cardwell
Exhibitor Co-Chairperson

Wilbert B. Ware
Exhibitor Co-Chairperson

Enclosures:

1. Hotel Request Form
2. Hotel Schematic
3. Exhibitor Registration Form

VAFEPA 2016 CONFERENCE

SHIPPER INFORMATION SHEET

VENDOR CONFERENCE DATES: **October 10-11, 2016**

MATERIALS CAN SHIPPED AHEAD TO:

Hilton Richmond Hotel and Spa at Short Pump
12042 West Broad Street
Richmond, VA 23233
Phone: 804-364-3600
Fax: 804-525-6098

Items can be shipped to arrive 5 days in advance. Mark clearly:

VAFEPA Conference
ATTN: TERRY TALBOTT
October 10-11, 2016

***PLEASE ADVISE ME IF YOU WILL BE SENDING MATERIALS TO
HILTON HOTEL PRIOR TO ARRIVAL**

Do not hesitate to contact me at any time with questions you may have:

Terry K. Talbott
Henrico County Public Schools
Foundational Learning and Family Engagement
Email: ktalbott@henrico.k12.va.us
Office: (804) 652-3787
Fax: (804) 652-3533



