

Vendor Frequently Asked Questions VGFOA Fall Conference – Charlottesville

Question 1: *Where do I mail my booths?*

Answer: See shipping instructions to the Omni Hotel at www.vgfoa.org

Note – The Omni cannot receive materials before Monday, October 15, 2007.

Question 2: *What are the space allocations for exhibitors?*

Answer: The specific space assignments will be determined upon arrival. The tables are 6' X 2.5'.

Please note that only one table per vendor is available and space is limited. Please ensure that you do not bring a large exhibitor display that will not fit in your allocated space.

Question 3: *What is the schedule for exhibitors?*

Answer: Set-up for 8 vendors is at 1:30pm on Wednesday, October 17th. The remaining 19 exhibitors may set up at 6:30pm on Wednesday, October 17th. The hotel has limited the number of exhibit tables that can be set up at 1:30pm. I have contacted each vendor to provide their individual set up time. The earlier set up time was based on the order of registrations received.

EXHIBIT HOURS

Thursday, October 18th, 2007 - 8:00 am – 5:00 PM

Friday, October 19th, 2007 - 8:00am – 2:00 PM

Note: Exhibitors must have exhibits broken down by 3:00pm on Friday, October 19th, 2007.

REMINDERS –

- The exhibitor drawing will be held at 6:30pm on Thursday, October 18th at the evening reception. Please ensure that you have some type of conference giveaway (i.e. \$50 gift card from Best Buy, digital camera, ipod, dvd player etc). Participants can come by your exhibit table to drop a business card in some type of container. You can make the draw actually at the reception.
- For those requiring electricity please remember to bring your extension cords, surge protectors, etc. The Omni Hotel can provide this to you for a minimal daily charge.
- The VGFOA is has a scheduled wine tour on Wednesday, October 17, 2007 from 1:00 – 4:30pm. More information can be found on our website at www.vgfoa.org.

Please let me know if you have any questions regarding the conference.

We appreciate your support of the VGFOA. It is your support that helps make our conferences a success!

Thanks,

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