

Vendor Frequently Asked Questions VGFOA Fall Conference – Roanoke, Virginia

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

Answer: See shipping instructions to the Hotel Roanoke at http://www.vgfoa.org/2008%20Fall%20Conference/technology_request_%20form.pdf (page 2 of document)

Note – The Hotel Roanoke cannot receive materials before Monday, October 27, 2008.

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. Exhibitors will be in Roanoke Ballroom E-H.

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

Answer: **EXHIBIT HOURS**

Wednesday, October 29, 2008 – 12:00 noon -5:00pm
Thursday, October 30, 2008 - 8:00 am – 5:00pm
Friday, October 31st, 2008 - 8:00am – 10:00am

Note: Exhibitors can begin setting up exhibits at 8:00am on Wednesday, October 29, 2008. Exhibitors must have exhibits broken down by 12:00 noon on Friday, October 31st, 2008.

EXHIBITOR REMINDERS –

- The exhibitor drawing will be held at 6:45pm on Thursday, October 30th 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 Hotel Roanoke can provide this to you for a minimal daily charge.
- The opening conference activities will officially begin at 1:00pm on Wednesday, October 29, 2008. This is a change from previous Fall and Spring Conferences where the official opening activities were on Thursday morning. Due to this change, we anticipate a large amount of traffic Wednesday morning prior to 1pm. Individuals will be registering and have the opportunity to interact with exhibitors.

Please let me know if you have any questions regarding the conference. You can reach me at 804-501-5206 or at ram08@co.henrico.va.us

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

Thanks,

Charles Ramsay
VGFOA Executive Board
Associate Relations Chair