

## 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](http://www.vgfoa.org)

**Note – The Omni cannot receive materials before Monday, October 19, 2009.**

**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 exhibitors is anytime after 8:00am on Wednesday, October 21<sup>st</sup>. Exhibit tables are on a first come first serve basis.

### **EXHIBIT HOURS**

Wednesday, October 21<sup>st</sup>, 2009 – 1:00 pm – 5:00 pm

Thursday, October 22<sup>nd</sup>, 2009 - 8:00 am – 5:00 pm

Friday, October 23<sup>rd</sup>, 2009 - 8:00 am – 12:00 pm

**Note:** Exhibitors must have exhibits broken down by 1:00pm on Friday, October 23, 2009.

### **REMINDERS –**

- The exhibitor drawing will be held at 6:30pm on Thursday, October 22nd 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.
- Additional Conference information can be found on our website at [www.vgfoa.org](http://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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