

Vendor Frequently Asked Questions VGFOA 2009 Spring Conference

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

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

Note – The Hilton cannot receive materials before Monday, June 1, 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: **EXHIBIT HOURS**

Wednesday, June 3, 2009 – 1:00 – 5:00 pm
Thursday, June 4, 2009 - 8:00 am – 5:00 pm
Friday, June 5, 2009 - 8:00am – 12.00 noon

Note: Exhibitors can begin setting up exhibits at 11 am on Wednesday, June 3, 2009. Exhibit tables are on a first come basis. Exhibitors must have exhibits broken down by 1:00 pm on Friday, June 5, 2009.

REMINDERS –

- The exhibitor drawing will be held at the evening reception on Thursday, June 4, 2009. 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 Hilton Hotel can provide this to you for a minimal daily charge.

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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