

**Vendor Frequently Asked Questions**  
**VGFOA 2010 Fall Conference – Roanoke, Virginia**

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

**Answer:** Items may be shipped to the following address –

The Hotel Roanoke & Conference Center  
110 Shenandoah Avenue  
Roanoke, Virginia 24016

**Note – The Hotel Roanoke cannot receive materials before Monday, October 4, 2010. Please ensure that you mark on Your shipment – “VGFOA Fall Conference”**

**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, October 6, 2010 – 1:00pm -5:00pm  
Thursday, October 7, 2010 - 8:00 am – 5:00pm  
Friday, October 8, 2010 - 8:00am – 11:30am

**Note:** Exhibitors can begin setting up exhibits at 1pm on Wednesday, October 6, 2010. Exhibitors must have exhibits broken down by 11:30am on Friday, October 8, 2010.

**EXHIBITOR REMINDERS –**

- Participants can come by your exhibit table to drop a business card in some type of container. We will not be having a Thursday night

reception so the drawing will need be done Thursday afternoon at your exhibit booth. Please ensure that you have some type of conference giveaway (i.e. \$50 gift card from Best Buy, digital camera, ipod, dvd player etc).

- 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 1pm on Wednesday, October 6, 2010. 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](mailto: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