

VGFOA Spring Conference 2012 – Exhibitor Information

Maps of the Hilton Virginia Beach Oceanfront Hotel conference area layout and exhibit spaces are available on the VGFOA Spring Conference website. Once you have selected a space, you may register and pay for it online.

Please note that there is a price difference for the Exhibit Booths, based on their location. The pricing for Exhibit Booths is as follows:

Exhibit Booths 1 through 11: \$1,250

Exhibit Booths 12 through 26: \$1,150

Exhibit Booths 27 through 32: \$1,050

Set up/Tear down:

Set up for Exhibit Booths begins on Wednesday, May 23rd at 8am.

Tear down for Exhibit Booths must be completed by Friday, May 25th at 1pm.

First-Pay, First-Choice Exhibit Spaces

These spaces will be assigned on a first-paid, first-choice basis. There are no guarantees that you will receive the spot you request; however, every effort possible will be made to accommodate your request.

In order to qualify for your exhibit booth, payment must be submitted within 10 days of your exhibit booth purchase if sending payment via check. If payment is not submitted within 10 days of purchase, your exhibit booth order will be cancelled and the booth will be reopened to exhibitors for purchase.

Please see the floor plan of the Hilton Virginia Beach Oceanfront Hotel with each exhibit space marked (available under Spring Conference website). Keep in mind that the hotel has a limited number of exhibit spaces so register early to assure your preferred spot!

Sponsorships over \$3,000

Those who sponsor an event for \$3,000 or more can also exhibit at the conference for no additional charge (\$1,000 value). Once your sponsorship is purchased, please contact VGFOA (804-249-4525) if you would like to obtain your free exhibit booth. At that time, your sponsorship purchase of \$3,000 or greater will be verified and your exhibit booth will be registered at no charge.

Exhibit Booth Shipping/Set up Information

Please refer to the Exhibitor Electrical and Shipping Request form, located on the Vendor Information page of the Spring Conference website.