

Vendor Frequently Asked Questions VGFOA 2021 Fall Conference

Question 1: Can I ship my exhibit boxes to the Omni Richmond Hotel?

Answer: Yes. The Omni agrees to receive and store your packages up to 72 hours prior to any event. You must notify the Omni of any packages being mailed. Please see the Omni Shipping Request Form on the Vendor Information webpage for detailed directions and the Shipping Request Form with current rates.

Question 2: Where can I mail my boxes for my booth?

Answer: See the Omni Shipping Request Form on the Vendor Information webpage for detailed directions.

The hotel can assist with the return of outgoing packages on Friday but packages must be prepared in advance for shipment.

Question 3: What are the space allocations for exhibitors?

Answer: Each table is 6' x 3'. Only one table per vendor is available and space is **EXTREMELY** limited. Tabletop displays work the best for this location. **Please ensure that you do not bring a large exhibit display that will not fit in your allocated space.**

Question 4: What if I need electricity for my booth?

Answer: To obtain electricity, please email Aaron McCoy amccoy@vbso.net

Question 5: What is the schedule for exhibitors?

Answer: You can begin setting up exhibits at 8:30am on Wednesday, September 15, 2021. All exhibits must be broken down by 12pm on Friday, September 17, 2021.

Question 6: Will there be an exhibitor drawing?

Answer: Yes. The exhibitor drawing may be held during Thursday evening's reception. Participants can come by your exhibit table to drop off a business card in a container that you provide. Typically, you will draw the winner during the reception and present it to the individual.

Question 7: What is the "Meet the Exhibitors" Contest?

Answer: This contest is a way to increase the connection between the conference attendees and the exhibitors that assist in supporting the conference. Each non-vendor attendee will receive a “Meet the Exhibitors” (ME) Form in their registration packet. Each exhibitor will receive a stamp and an ink pad. Rules are detailed below:

1. Each attendee should visit the exhibitor booths during the conference breaks. NO stamps can be obtained prior to the start of the conference.
 2. The exhibitors have stamps to mark the ME Forms in a designated place (very similar to a BINGO form).
 3. After the attendees have collected as many stamps as possible, they will need to receive 2 signatures from the VGFOA Board. Then they will return the ME Form to a designated place.
 4. Prizes (which are sponsored) will be awarded at the Thursday night reception (or another time to be announced) to the attendee(s) with the most stamps on their ME Form.
 5. In case of a tie, a VGFOA representative will draw the winners from the tied individuals.
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Question 8: Who is my VGFOA contact?

Answer: Your contact is Aaron McCoy. He is the Associate Membership Relations/Services Chairperson and is a member of the VGFOA Board. He can be reached at (757) 385-8692 or amccoy@vbso.net.