34th Annual VCTM Conference

Exhibitor Registration

March 8 and 9, 2013

Founders Inn and Spa

Virginia Beach, Virginia

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web site URL, if available; this will be printed in the program

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check if applicable:

\_\_\_\_\_ I will donate a door prize.

\_\_\_\_\_ I am interested in including a coupon/advertisement in the conference bag.

\_\_\_\_\_ I would like to be a sponsor of the conference by providing:

\_\_\_\_\_ conference bags

\_\_\_\_\_ name badges

\_\_\_\_\_ t-shirts for volunteers

\_\_\_\_\_ large items for conference bag

\_\_\_\_\_ monetary donation toward lunch

\_\_\_\_\_ monetary donation towards breakfast

Please use the space below to advise VCTM of any special needs for your exhibit space, and specify if there are any companies that you would prefer to be stationed near, or competitors you'd like to be stationed away from:

Fee schedule

|  |  |
| --- | --- |
| Exhibitor Type | Cost per Table |
| Regular – Main floor | $400 |
| Regular – Second floor\*\* | $300 |
| Small\* – Main floor | $200 |
| Small\* – Second floor\*\* | $150 |

\*Non-profit or exhibitors with 4 or fewer total employees

\*\*A limited number of second floor spaces are available

# tables needed: \_\_\_\_\_\_\_\_\_\_\_\_

Cost for tables: \_\_\_\_\_\_\_\_\_\_\_\_

Check for electrical access: \_\_\_\_

($25 fee per exhibitor if needed)

Amount enclosed: \_\_\_\_\_\_\_\_\_\_\_\_

Mail check (payable to VCTM) and reservation request to:

Margaret Coffey

10214 Provincetown Court

Fairfax, Virginia 22032

For questions, please contact Margaret Coffey at:

mecoffey@fcps.edu

(571) 355-1713 (cell)

(703) 750-5010 FAX at work; include: attention M. Coffey