

Exhibitor Invitation

Virginia Counselors Association
Annual Convention 2010

**Williamsburg Marriott
Williamsburg, Virginia
November 11-12, 2010**

Exhibitor Schedule

Setup: Wednesday, November 10, 6:00 pm – 10:00 pm

Removal by: Friday, November 12, by 8:00 pm

Exhibit Hours: Thursday, November 11: 8:00 am – 5:00 pm
Friday, November 12: 8:00 am – 5:00 pm

Event Profile:

The Virginia Counselors Association (VCA) is a professional organization serving nearly 2,500 counselors, counselor educators and supervisors in a variety of work settings including schools, community agencies, colleges and universities, as well as private practitioners. The VCA Convention is held annually with attendance from 700 – 1,000.

Availability:

Exhibitor applications are accepted on first-come, first serve basis. Exhibit space is limited to the first 45 applicants. The deadline for exhibitor applications and payments is **August 10, 2010**. Late applications may be accepted based on space available; however, due to printing deadlines exhibitors may not be listed in the preconvention and/or final program.

Exhibitor & Sponsorship Opportunities:

- Marketplace Exhibitor
 - One (1) 6 ft. skirted table, draped and covered \$400
 - Two (2) 6 ft. skirted table, draped and covered \$550
 - Premium location with up to four tables \$750
- Convention Sponsorships (*Cash or In-Kind Value*)
 - Gold Level \$2,500 +
Sponsorship of a Keynote Speaker or Convention Tote Bags
Sponsor receives two free convention registrations, one free exhibitor space, a one page ad in the convention programs, convention signage, and recognition at the keynotes
 - Silver Level \$1,500 - \$2,499
Sponsor receives one free convention registration, one free exhibitor space, a half page ad in the convention programs, convention signage, and recognition at the keynotes
 - Bronze Level \$500 - \$1,499
Sponsor receives one free convention registration, a quarter page ad in the convention programs, convention signage, and recognition at the keynotes
- Additional Opportunities
 - Tote Bag Stuffer (*item=flyer, brochure, pen, giveaway*) \$200 per item
 - Convention Program Advertisement \$125-\$400
Advertise in the pre-convention and/or final program with a B&W quarter, half-page and full-page ad.

Agreement Terms and Conditions:

Full payment must accompany this application. All exhibit space is subject to availability on a first-come, first-serve basis. Exhibitor requests for space assignments are given consideration but are made at the discretion of the Virginia Counselors Association (VCA). VCA reserves the right to not accept any exhibitor application without written explanation. Written confirmation will be e-mailed to exhibitors upon VCA's receipt of a signed agreement and payment. **Written notice** must be sent in the event of a cancellation to the VCA office as noted below by **September 15, 2010, after which no refunds will be granted.** Any refunds are subject to a \$50.00 service charge. All exhibits are subject to hotel policies for shipping, safety regulations, and electrical requests. Arrangements and payment for any technology or electrical needs are the responsibility of the exhibitor. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend and hold harmless the hotel, the VCA, their agents, servants and employees from any and all such losses, damages and claims. Exhibits may be set-up after 6:00 p.m. on November 10, 2010 and all exhibits shall be removed by 8:00 p.m. Friday, November 12, 2010. The authorized exhibitor signature below attests agreement to the foregoing terms & conditions.

Signature of Authorizing Official

Exhibit Space(s) and Rates:

One (1) 6 foot skirted, draped table — \$400.00

Two (2) 6 foot skirted, draped tables — \$550.00

Up to four (4) 6 foot skirted, draped tables with premium placement — \$750.00

Sponsorship & Other Opportunities:

Contact me regarding Convention Sponsorship — \$500.00+

Contact me regarding a Tote Bag Stuffer — \$200.00

Contact me regarding Program Advertisement — \$125.00-\$400.00

Enclosed is a remittance of: \$_____ Make checks payable to: **VCA Convention 2010**

Credit Cards (Visa, MC, AMEX) are accepted by phone at (800) 225-8103.

Send application and fees to: **VCA Convention 2010, 316 Hodges Cove Road, Yorktown, VA 23692**

For additional information: (800) 225-8103, 9:00 a.m. to 4:00 p.m. EST Monday through Friday or E-mail vcaoffice@cox.net

Please Print or Type:

Company Name for program: _____

Primary Contact: _____

Exhibitor(s) On-Site: _____

Address: _____

City/State/Zip: _____

Phone: Fax: _____

E-Mail: [URL:](#) _____

May we contact you for a door prize or silent auction item? yes

Description of product/business for program. Please e-mail a typed description of your product/business for the convention program (100 word limit) to vcaoffice@cox.net