

Invitation for Vendor Exhibits

The **VAEOPP 2019** Conference Committee would like to invite businesses to submit an application and provide an exhibit at our upcoming regional conference.

The population of attendees for the conference is TRIO personnel from Virginia. TRIO Programs serve low income, first-generation students from middle school through college and beyond. The TRIO grants are funded through the U.S. Department of Education and provide resources for tutoring, counseling, college awareness, summer college residential programs, career assessment, research programs at the graduate level and many more academic support activities.

The conference will have approximately **110 attendees**. The vendors' exhibits are housed around the registration area of the conference in proximity to the conference workshop rooms. Conference attendees will visit the exhibits during registration, as well as between conference sessions and during breaks. You can be assured that the conference committee will strongly encourage attendees to stop by the exhibits and make purchases when appropriate.

VENDOR REGISTRATION

Vendor registration fee: **\$50**

- All vendors will be provided a 6-foot table and one chair.
- **Want to pay \$0 for your vendor table?** If you purchase a full page ad for the conference booklet, or submit a workshop proposal that is accepted, the vendor registration fee is waived. If interested in either of these opportunities, please indicate your interest in the section provided on the vendor application.
- The deadline for vendor applications and payment is **October 1, 2019**.

To participate as a conference exhibitor, complete the enclosed application and remit to *Christie Hardbarger, Dabney S. Lancaster CC, 1000 Dabney Dr., Clifton Forge, VA 24422 (chardbarger@dslcc.edu)*.

PAYMENT

Vendor registration fees may be paid by purchase order, check, or debit/credit card:

- **CHECKS or PURCHASE ORDERS:** Make all checks payable to "VAEOPP." Remit checks and POs to *Adam Moore, UVA-Wise Upward Bound, 1 College Ave, Zehmer Hall, Wise VA, 24293 (jam5bt@uvawise.edu)*
- **CREDIT/DEBIT CARDS:** Go to vaeopp.org/conferences to process payments via PayPal.
(NOTE: All major debit/credit cards are accepted; you do not have to have a PayPal account to use this method).

VAEOPP tax ID number: 54-1804299

LODGING

Vendors may elect to stay in the conference hotel; the rate is currently **\$102.00 plus taxes**. A block of rooms has been reserved under "VAEOPP."

- Deadline to secure conference group rate pricing is **October 1, 2019**.
- To make reservations online, go to <https://www.marriott.com/events/start.mi?id=1564674264970&key=GRP>
- To make reservations via phone, call one of the numbers below and mention group code "VAEOPP."

The Westin Virginia Beach Town Center
4535 Commerce Street
Virginia Beach, VA 23462
(757)557-0550 or (833)694-3766

Application for Vendor Exhibits

VAEOPP 2019 Annual Conference
The Westin Virginia Beach Town Center
November 3-6, 2019

Business/Organization Name: _____

Contact Person: _____ Email: _____

Daytime Phone Number: _____ Fax Number: _____

Please give a brief description of the product(s) or service(s) that you are promoting at the conference:

Will you be providing a door prize(s)? _____

If yes, please describe prize(s) for publicity purposes: _____

PROMOTIONAL OPPORTUNITIES

Please indicate if you are interested in either of the following:

- Placing an ad in the conference booklet
- Conducting a workshop

Remit vendor applications to:

Christie Hardbarger
Dabney S. Lancaster CC
1000 Dabney Dr.
Clifton Forge, VA 24422

Email: chardbarger@dslcc.edu

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