



Virginia School Plant Managers Association Conference

Website address: www.k12masters.com/VSPMA

October 18-20, 2010

Sheraton Roanoke Hotel and Conference Center
2801 Hershberger Road
Roanoke, Virginia 24017

2010 Vendor Booth Registration Form

Exhibit set up time: Monday, October 18, 9:00am

Tear down time: Monday, October 18, 6:30pm

Dedicated expo time: Monday, October 18 from 12:30pm – 6:30pm

Company Name: _____

Type of products to be exhibited: _____

Company Contact Person: _____

Website address: _____

Email: _____

Business Phone: _____

Cell Phone: _____

Address: _____

Fax: _____

City/State/Zip: _____

Vendor Badges (if known):

Name #1: _____

Name #2: _____

Name #3: _____

Name #4: _____

Single Booth Exhibit (8' X 8' Booth Area) \$600 \$ _____

(Booth cost includes a draped table, two chairs, and 2 conference sponsored meals for one vendor rep-\$75 for each additional vendor rep to cover meals)

Additional Vendor Support

| | |
|--------------------------|-------------|
| Conference Meal (2) | \$5000 each |
| Morning Coffee Break (2) | \$800 each |
| Afternoon Break (2) | \$800 |
| Name Badges | \$1000 |
| Tote Bags | |
| Door Prizes | |
| Other | |

Payment method by check only. Make payments to:
VSPMA

Attn: Cheryl Moss, Assistant Director
Chesterfield County Public Schools
9800 Krause Road
Chesterfield, VA 23832

Room rates for the conference are \$109 plus tax.
Hotel reservations may be made by contacting the hotel at 540-563-9300 or 800-325-3535

Vendor Booth payments must be received NLT Oct. 13 to secure your space. Vendor space will be reserved on a first-come-first-served basis. We had to turn away vendors last year, so it is recommended that you attach your check with your completed registration.