

# VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

*Cecil Ratcliff, Jr. VASBO Vendor Representative, Virginia Retirement Systems, 888-638-1833*  
*Diane Clark, VASBO Vendor Representative, RDA Systems, Inc., 800-338-4984*  
*Janet A. Brown, Vendor Committee, Poquoson City Public Schools, 757-868-3056*  
*Jean Rae Hulstine, Vendor Committee, Poquoson City Public Schools, 757-868-3042*  
*Miller Arritt, Vendor Committee, Spotsylvania County Schools – 540-582-5894*  
*Lori Bogart, Vendor Committee, Spotsylvania County Schools– 540-834-2500*  
*James Meyer, Vendor Chair, Spotsylvania County Schools, 540-834-2500*

March, 2008

## Attention: Conference Format

Dear Vendor / Vendors:

Spring is in the air. What a wonderful time of year! What a perfect setting – having a conference at the beach. It is now time to plan for the VASBO Spring Conference at the Virginia Beach Hilton in Virginia Beach, Virginia. Please join us. This year the exhibit hall will be different. **There will not be piping and draping in the exhibit hall due to space limitations. Each exhibit space will provide for a table-top display with space 8' wide by 6' deep with a 6' table. The platinum sponsors will have booths in the entry foyer.**

Sunday, May 11, 2008	-	2:00 to 5:00	Check-in and set up of exhibits
Sunday, May 11, 2008	-	5:00 to 6:00	Vendor Meeting with Heavy hors-d'oeuvres
Sunday, May 11, 2008	-	6:30 to 8:30	Exhibit Hall opens – Reception
Sunday, May 11, 2008	-	9:00 to 11:00	Hospitality Suites hosted by various vendors
Monday, May 12, 2008	-	7:30 a.m.	Opening of the Exhibit Hall
		8:00 to 8:45	Breakfast held in the Exhibit Hall
		9:00 to 4:30	Continuous break in Exhibit Hall
Monday, May 12, 2008	-	12:00 to 1:30	Box Lunch in Exhibit Hall
		4:00 to 4:30	Door Prizes (Exhibit Hall Closes)
		4:30 to 5:30	Exhibits must be removed
Monday, May 12, 2008	-	7:00 – 11:00	Heavy hors-d'oeuvres (\$35 <b>not</b> included in package) & Casino Night

Our room rates at the Virginia Beach Hilton are \$ 149 per night. The hotel reservation forms are attached, or you can make your reservation by calling 757-213-3000. Please contact the hotel directly for your reservation, VASBO does not make a hotel reservation for you. **Deadline for hotel reservations is April 10, 2008.** Janet, Jean Rae, Lori and I will be ready to check you into the Exhibit Hall at 2:00 p.m. on Sunday, May 11, 2008. The registration form is enclosed.

**One electrical outlet will be provided with each exhibit space.** Attached for your convenience are the Virginia Beach Hilton Shipping Regulations. Wireless connectivity is available in the hotel. There is a \$9.95 fee per day for internet connection. Upon check-in obtain login and password at hotel registration desk.

If you would like to contract with Exhibits, Inc. for drayage or other services, order forms are on the VASBO website, [www.vasbo.org](http://www.vasbo.org), by clicking on 'associate vendors' and 'exhibitor kit' for your convenience. You can make any of these arrangements directly with Exhibits, Inc.

**Hotel security is provided by the Virginia Beach Hilton in-house security.**

Hospitality suites provided individually by vendors will start at 9:00 p.m. on Sunday evening. Our membership has commented on how much they like the reception and the hospitality suites. I encourage you to participate. We will advertise for you in our program and send out an email invitation to all our members if you let us know in advance that you are planning a hospitality suite. You can contact Justin Beale at the Virginia Beach Hilton (757-213-3000) to make arrangements for your individual hospitality suite. Just tell the hotel staff that you are with VASBO or you may contact Cecil Ratcliff, Jr. 888-638-1833 or Diane Clark, 800-338-4984 and let them know as well.

Door prizes will be distributed at 4:00 p.m. Everyone loves to win and we require that the members be present in order to win. This really draws a crowd. VASBO purchases a variety of door prizes from a portion of your booth fee but you may want to offer a door prize at your booth as well. People really remember when they get a door prize from a particular vendor. The VASBO vendor prizes are awarded with a drawing from the prize forms. The participants must visit each vendor to acquire a stamp/sticker for their form. This form is then used as the “ticket” for the drawing. This year there will be two stamp/sticker forms which will enable members to have two chances for a door prize.

**The Exhibit Hall will close at 4:30 p.m. to allow vendors time to dismantle their exhibits.**

Monday’s breakfast, lunch, and breaks are included in the registration fee for two representatives per booth. Additional tickets may be purchased at \$56.50 per ticket to include breakfast, lunch and breaks.

You are welcome and invited to participate in Monday evening’s festivities. We have scheduled heavy hors-d’oeuvres and casino activities for the evening. The cost will be \$35 per person.

If you stay over on Monday night and want to have breakfast with us, the cost is \$20 per person.

So, overall, we have very busy days planned for our vendors and participants. It will be non-stop activity, giving as much time as possible to the Exhibit Hall.

We hope to see all our vendors participate in this event and look forward to seeing you on May 11th.

Sincerely,

*James A. Meyer*

James A. Meyer, Vendor Chair, VASBO  
Assistant Superintendent – Administration  
Spotsylvania County Schools  
540-834-2500

**NOTE: You must also complete and return the enclosed remittance form.**

## **CONDITIONS FOR EXHIBIT SPACE CONTRACT**

1. **CONTRACT FOR SPACE:** **There will not be piping and draping in the exhibit hall due to space limitations. Exhibit space will be 8' wide and 6' deep.** This contract for space and formal notice of assignment by the Virginia Association of School Business Officials and the full payment of rental fees constitute a contract for the right to use assigned space.
2. **CANCELLATIONS:** A full refund will be made by VASBO for cancellation of exhibit space contracts received in the VASBO office prior to April 28, 2008. No refunds will be made for cancellations after April 28, 2008.
3. **INSTALLING AND DISMANTLING:** Exhibitors may set up their exhibits on Sunday, May 11, 2008 from 2:00 to 5:00 p.m. All exhibits must be completely set up and ready for the exhibit area to be opened on Sunday, May 11, 2008 at 6:30 p.m. All materials and equipment must be removed from the exhibit hall by 5:30 p.m., Monday, May 12, 2008.
4. **USE OF SPACE:** All demonstrations or other sales activities must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the space allocated without the knowledge and consent of the VASBO vendor chairman. Displays shall not be placed in such a manner as to interfere with other exhibits. The Virginia Association of School Business Officials reserves the right to exclude from exhibition any or all literature, illustrations, materials, or products that in its judgment is not consistent with proper decorum of the educational exhibits.
5. **NOISEMAKING EXHIBITS:** Exhibits which include the operation of musical instruments, radios, talking motion, picture equipment, public address systems, or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.
6. **LIABILITY:** Responsibility for liability insurance is that of each individual exhibitor. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his agents and employees, the headquarters hotel, the Virginia Association of School Business Officials, and the employees of each such organization for loss, theft, damage or destruction of goods, or from any injury to himself or employees while in the exhibition or for any damage of any nature or character.
7. **FIRE PROTECTION:** No flammable fluids, substances, or materials of any nature, including decorative materials that are not flameproof, may be used in the booth. Electrical wiring must conform to national Electrical Code Safety Rules. Local fire regulations must be complied with.
8. **ACCOMODATIONS:** Guest rooms will be available for conference participants at the Host Hotel. Contact the hotel (757-213-3000) directly to make your reservations. Room rates are single \$149 per room per night single/double occupancy, plus tax if reserved by April 10, 2008. When making reservations, please identify yourself as a **VASBO conference participant**. Reservation form enclosed.