

VAFEPA

*Virginia Association of Federal Education Program Administrators
An Affiliate of the National Association of Federal Education Program Administrators*

June 1, 2010

Dear Vendor:

The 15th Annual Virginia Association of Federal Education Program Administrators (VAFEPA) Institute is scheduled for October 18-20, 2010 at Hotel Roanoke Conference Center in Roanoke, Virginia. We are pleased to announce that the institute will be co-sponsored by the Virginia Department of Education with the theme "Inspiring Student Achievement." The institute will provide an excellent opportunity to direct your products and services toward an educational market that is both influential and diverse. The institute participants will include school division central office administrations, principals, and program directors from the following federal programs:

| | |
|-----------|--|
| Title I | Improving The Academic Achievement Of The Disadvantaged |
| Title II | Preparing, Training, and Recruiting High Quality Teachers and Principals |
| Title III | Language Instruction for Limited English Proficient and Immigrant Students |
| Title IV | Safe and Drug-Free Schools and Communities |
| Title VI | Rural and Low-Income School Programs |
| Title X | McKinney-Vento Homeless Education Assistance (Part C) |

Vendors have played a prominent role in past institutes, and we are looking forward to your participation this year. We are continuing the one-day exhibit opportunity on the most heavily attended day, Tuesday, October 19, which will allow a greater number of participants to learn about your products and services. Vendors may choose to set up their tables in their assigned areas on Monday, October 18 from 6:00 PM–8:00 PM or on Tuesday morning before 7:30 AM.

Vendor exhibits will be assigned in the Crystal Ballroom from 7:30 AM-3:30 PM. While participants will be free to visit the exhibits anytime throughout the day, there will also be time set aside during the institute (tentatively 12:15 PM-1:00 PM) to allow participants to visit vendors without competing with institute sessions.

We hope that all vendors will consider donating at least one door prize. Door prizes will be awarded by vendors during the time set aside (as mentioned above) and are always well received by participants.

In addition, we are increasing the opportunities for vendors this year by allowing you to choose among various levels of sponsorship and asking for donations of items to be placed in participant bags. The levels of sponsorship are as follows:

| Sponsorship Levels | |
|---|---|
| <p>Bronze Level (\$450)</p> <p>Includes:</p> <ul style="list-style-type: none"> * One lunch * One table * Contact information in program | <p>Silver Level (6 available @ \$1500)</p> <p>Includes:</p> <ul style="list-style-type: none"> * One lunch * One table * Contact information in program * 1/4 page ad in institute program * Recognition at either Monday Breakfast, Continuous Break, or Tuesday Breakfast |
| <p>Gold Level (2 available @ \$3000)</p> <p>Includes:</p> <ul style="list-style-type: none"> * Two Lunches * Two tables * Contact information in program * 1/2 page ad in institute program * Sponsoring a breakfast or lunch with an opportunity to address participants | <p>Platinum Level (1 available @ \$6000)</p> <p>Includes:</p> <ul style="list-style-type: none"> * Two Lunches * Two tables * Contact information in program * Full page ad in institute program * Sponsoring the dinner banquet meal with an opportunity to address participants |

Because the number of silver, gold, and platinum levels is limited, please email Linda Rector at Linda_Rector@ccpsnet.net to confirm your sponsorship level **before** sending in your registration form and check.

Return the enclosed registration form and your check (made payable to VAFEPA) by **July 31** to: Linda Rector, Chesterfield County Public Schools, 4003 Cogbill Road, Chesterfield, Virginia 23234. Receipt of payment will determine priority table assignments as appropriate. (Note: The VAFEPA tax identification number is 621449060.) Any items being donated for participant bags should be sent (also to Linda Rector) no later than **July 31**.

Hotel reservations (\$123 plus 13% tax per night) may be made directly with the hotel by calling 540-985-5900 no later than **September 27, 2010**.

Once your exhibit space has been confirmed by receipt of payment and assigned, you will be notified by e-mail. We look forward to working with you as our educational business partners. If you have any questions, please call Linda Rector at 804-279-7352 or e-mail at Linda_Rector@ccpsnet.net or e-mail Wilbert Ware at wswire@earthlink.net.

Sincerely,

Linda L. Rector
Vendor Co-Chairperson

Wilbert B. Ware
Vendor Co-Chairperson

Enclosure

VIRGINIA ASSOCIATION OF FEDERAL EDUCATION PROGRAM ADMINISTRATORS
 OCTOBER 18-20, 2010 (VENDORS DISPLAY 7:30 AM-3:30 PM ON OCTOBER 19, 2010)
 HOTEL ROANOKE CONFERENCE CENTER
VENDOR REGISTRATION FORM

Contact Name _____
 Contact Email _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Telephone () _____ Ext _____ Fax () _____
 Representatives Attending _____

Sponsorship Information

Check the desired level of sponsorship.

| | | |
|--|----|--|
| Bronze Level (\$450) | \$ | |
| Silver Level (6 available @ \$1500) | \$ | |
| Gold Level (2 available @ \$3000) | \$ | |
| Platinum Level (1 available @ \$6000) | \$ | |
| Sponsorship Total | | |

Because the number of silver, gold, and platinum levels is limited, please email Linda Rector at Linda_Rector@ccpsnet.net to confirm your sponsorship level **before** sending in your registration form and check.

Check if electrical hook-up is needed (No charge) _____

Additional Reservations

| | | | | | |
|---|------------|--|---|----|--|
| Additional Table (@ \$250 each) | \$250.00 x | | = | \$ | |
| Additional Luncheon Guest (@ \$20 each) | \$20.00 x | | = | \$ | |
| Additional Reservation Total | | | | | |

Total Enclosed \$

Donation Information

Check if donating a door prize to be awarded during the exhibitor break _____

Check if donating items for 200 conference participant bags _____

Please describe the item(s) being donated (no padfolios please): _____

Please send this form, your check (payable to VAFEPA), and any donated items for participant bags to:

Linda Rector
 Chesterfield County Public Schools
 4003 Cogbill Road
 Chesterfield, VA 23234