

2011 VTCA SPRING CONFERENCE
April 6 - 8, 2011
Hampton Roads Convention Center & Embassy Suites Hotel, Hampton, Virginia

INDUSTRY PARTICIPANT REGISTRATION FORM

REGISTRANT INFORMATION (One Industry registrant per form. Government employees must use the Government Registration Form - visit www.vtca.org and click on the VTCA Calendar for the VTCA Spring Conference information)

Registrant First Name _____ Last Name _____ Nickname _____
 Registrant Email _____ Phone _____
 Company _____
 Address _____
 City, State, Zip _____
 Person Completing Form & Email (if different from registrant) _____

Conference Registration Fees	Early Registration prior to 3/12/11	Regular Registration	Amount
<input type="checkbox"/> VTCA Member	\$285.00	\$325.00	= \$
<input type="checkbox"/> Non-Member	\$325.00	\$370.00	= \$

Golf Registration Fees	Early Registration prior to 3/12/11	Regular Registration	Amount
<input type="checkbox"/> VTCA Member (My handicap is _____)	\$89.00	\$109.00	= \$
<input type="checkbox"/> Non-Member (My handicap is _____)	\$109.00	\$129.00	= \$

Note: Since the Golf Tournament is a fundraising event, your registration is transferable, but not refundable. If you or your designated representative are unable to attend, your payment will be considered a donation to VTCA's Scholarship Fund.

PAYMENT OPTIONS (Check one of the following)

Check made payable to VTCA is enclosed or will follow in the mail.
 For accounting purposes, note **VTCA Spring Conference** on your check.

Credit Card (Fill out the information below to authorize VTCA to charge your credit card.)

Circle type of card: American Express Visa MasterCard Discover
 Credit Card # _____ Expiration Date _____
 Security Code _____ Amount To Be Charged _____
 Name on Card _____ Signature _____
 Credit Card Billing Address (if different from above) _____

Return registration form to: Dana Morris, VTCA, 620 Moorefield Park Drive, Suite 120, Richmond, VA 23236, Phone: 804-330-3312, Email: dana@vtca.org

Unless otherwise noted, refunds, less an administrative fee, are available when cancellations are received prior to the close of business March 30. The administrative fee is \$50 or 5% of the paid amount, whichever is greater. **Cancellations received after March 30 are not eligible for refunds, however substitutions will be allowed.**

2011 VTCA Spring Conference
 Hampton, Virginia



Fax copies are accepted - 804-330-3850

Early Registration Ends: Friday, March 11, 2011

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EXHIBITOR REGISTRATION FORM

Each booth is 10 ft. wide by 8 ft. deep and includes a 6 ft. table with skirting and chairs. Pipe, drape, sign and electricity are included in the exhibitor fee. Exhibit space is limited so don't delay and reserve your booth early. A confirmation letter will be sent to all registered exhibitors with detailed setup and breakdown information.

Contact Name _____ *(This person will not be automatically registered for the conference unless listed below)*
Company _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email _____ Company Web Site _____
Company Area of Expertise _____

Please email your company's logo (in .gif or .jpg format) to stephanie@vtca.org to be used on conference materials.

Exhibitor Fees <i>(includes one complimentary conference registration)</i>	VTCA Member	Non-Member
10 ft. x 8 ft. Exhibit booth	\$850.00	\$1,100.00

INDICATE YOUR TOP FIVE BOOTH CHOICES* *(Exhibit Hall layout on second page - this layout will be updated online as exhibit space is taken - visit www.vtca.org and click the VTCA Spring Conference link for space availability.)*

1. _____	2. _____	3. _____	4. _____	5. _____
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COMPLIMENTARY CONFERENCE REGISTRATION *(To register additional employees, please use the Industry Registration Form)*

First Name _____ Last Name _____ Nickname _____

COMPANY CONTACT FOR CONFERENCE PROGRAM *(This person will be listed with your company name in the conference program handed out to attendees. This person will not be automatically registered for the conference unless listed above as complimentary.)*

First Name _____ Last Name _____ Phone _____

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*Exhibit space will be assigned by VTCA on a first come, first served basis with a limit of one booth per company. **VTCA members will have preference for exhibit space until March 4.** After that date, remaining booths will be offered to non-members. Non-members are welcome to send in Exhibitor Registration forms and will be placed on a waiting list until March 7 when assignments will be made on a space available basis.

Return exhibitor form to: Stephanie Rusnak, VTCA, 620 Moorefield Park Drive, Suite 120, Richmond, VA 23236, Phone: 804-330-3312, Email: stephanie@vtca.org

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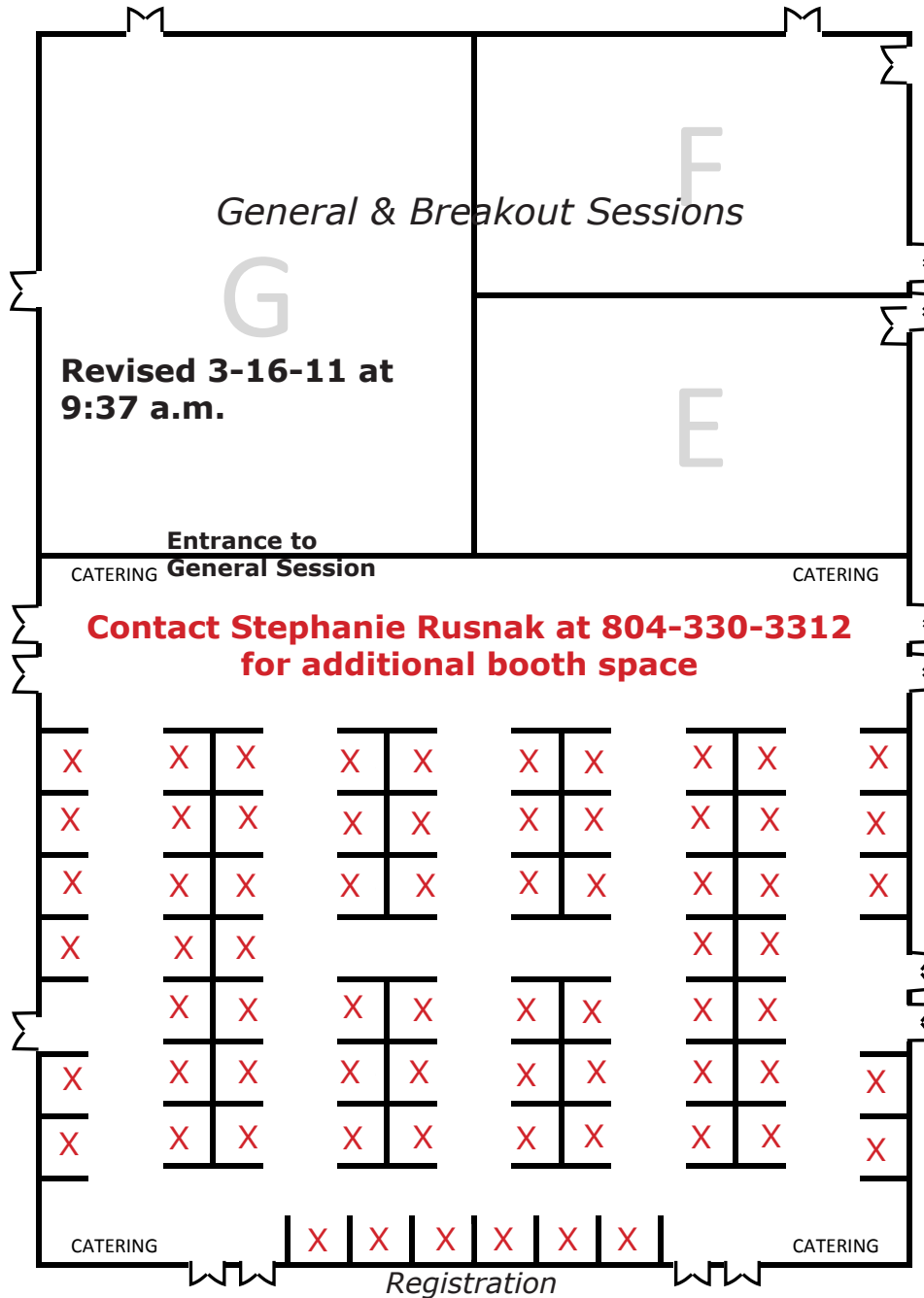
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April 6-8, 2011

Hampton Roads Convention Center

Grand Ballroom



All Booths 10-ft wide x 8-ft deep

The Trade Show will be operating the following hours:

Wednesday: 5:00 p.m. - 7:00 p.m.
Thursday: 7:00 a.m. - 7:00 p.m.
Friday: 7:00 a.m. - 10:00 a.m.

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SPONSORSHIP OPPORTUNITIES

All sponsors will be recognized for their commitment by having their **company name listed in the conference materials handed out to delegates as well as on a sign at each function**. In addition, VTCA will promote your sponsorship on the name badges of all representatives from your company and sponsors will be recognized in a future **Blue Top**.

Conference/Meeting Sponsorships		VTCA Member Sponsorship Fees	Non-Member Sponsorship Fees	Amount
	Wednesday's Kickoff Reception in Exhibit Hall	\$500.00	\$650.00	= \$
	Thursday's Continental Breakfast/All Day Break Service in Exhibit Hall	\$500.00	\$650.00	= \$
	Thursday's Lunch in Exhibit Hall	\$600.00	\$750.00	= \$
	Thursday's Reception and Banquet in Exhibit Hall	\$550.00	\$700.00	= \$
	Friday's Continental Breakfast/Break Service in Exhibit Hall	\$300.00	\$450.00	= \$
	Grand Prize Drawing	\$250.00	\$350.00	= \$
	Golf Tournament Sponsorships			
	Skill Prizes (Limited availability)	\$75.00	\$150.00	= \$
	Hole Sponsorships (Limited availability)	\$150.00	\$225.00	= \$
	Beverage Cart Sponsorship (Limited availability)	\$250.00	\$350.00	= \$

Total = \$ _____

Contact Name _____

Company _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____ Company Web Site _____

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Sponsorship Registration Deadline: Friday, March 18, 2011