

Resources Abound!

A Fair for Human Service Professionals and Families

Friday, September 9th, 2011 At the Holiday Inn Tanglewood—Roanoke, VA
HOSTED BY THE CSA COORDINATORS OF SOUTHWEST VIRGINIA

INFORMATION FOR OUR VENDOR EXHIBITORS

Hotel:

The event will be held at the Holiday Inn Tanglewood in Roanoke, VA located at 4468 Starkey Road SW; Roanoke, VA 24018. We have reserved a block of rooms for the event at the special rate of \$82 per night. To book a room call: 540-774-4400 (Mention the CSA Vendor Fair to receive the government rate on your room.) Please book your room prior to August 16th, 2011 to ensure the best rate.

Set-up and Take-down:

Vendors will be able to set up their displays beginning at 5:00 pm the night before the event (on 9.8.11) or between 7:00 and 7:45am on the morning of the event (9.9.10). Volunteers will be available to check you in and locate your booth. We would appreciate you having your booth set up before our participants arrive at 8:00 am and leaving it up until at least 3:30 pm. Our agenda ends at 4:00 pm. We appreciate your cooperation.

Materials:

We expect between 250-300 participants at our event this year. This may help you plan how many copies of your materials to bring. Our participants appreciate the inclusion of your rates for services in the materials.

Door Prizes and Cash Prize:

Prizes and giveaways have been a great strategy for keeping our participants at the event for the entire day—this benefits you as it ensures your display is visited by the majority of our participants. We will have two or three drawings for door prizes throughout the day and then a cash prize at the end of the event. The CSA Coordinators' Network supplies the cash prize and asks that each vendor bring a door prize that is valued at approximately \$50. Please label the door prize with your agency's name so that we may recognize you when we announce the winner. A volunteer will assist with your door prize on the morning of the event. Please also note that in order for participants to be eligible for the cash prize, they must see the majority of the vendors, documenting their participation by a sign-off sheet. Please understand that participants may be asking you for your initials on their form for this purpose.

Special Awards: In honor of the vendor fair's 10th anniversary, we will be recognizing our participants and vendors for various honors at the end of the day. One of the awards will be for best vendor display with a 10th anniversary theme. Be creative and celebrate with us by dressing up your exhibit!

Agenda:

The conference agenda may be downloaded at the conference website: www.twochairsolutions.com (under upcoming events).

THANK YOU FOR YOUR CONTINUED SUPPORT!

STILL HAVE QUESTIONS? Contact our conference coordinator, Amanda Stanley by e-mail or phone: amanda@twochairsolutions.com | 540-420-2640

SPECIAL THANKS TO OUR SPONSORS:
The Hughes Center for Exceptional Children
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