



**The Vocational Evaluation and Career Assessment
Professionals (VECAP) Association**

**Cordially invites you to Exhibit, Advertise, and/or Sponsor at
the
2019 National Issues Forum**

Omni Richmond Hotel

October 14-16, 2019

Richmond, Virginia

Why participate?

Approximately 100 individuals interested in vocational evaluation, career assessment, and related fields are expected to attend the Forum. Professionals from vocational rehabilitation, vocational evaluation, occupational therapy, private rehabilitation, and special education participated in past forums. Attendees will come to hear presenters, network with other professionals, watch demonstrations, and view products and services. This is a great way to help professionals learn about your products and services! **The response deadline is August 1, 2019.**

Interested or have questions?

Contact the VECAP Home Office at vecapoffice@gmail.com

Opportunities

What are the benefits for exhibitors?

- Exhibits are officially open October 14 & 15 from 8:00 – 5:00 pm and October 16th from 8:00 – noon.
- Exhibitor Fee for the 2.5 days (includes one table, one lunch, and one electric outlet each day of the conference) is \$500.00

- To participate, please e-mail a Word document to vecapoffice@gmail.com with the following information, which will be included in the program:
 - Name of organization
 - Contact information (website, contact person, e-mail, and phone)
 - Type of products/services
 - 2-3 sentence description

Interested in sponsoring a social event at the national forum?

- Full Sponsorship of Event: \$600
- Partial Sponsorship of Event : \$300

Includes sign by event with your company's name and logo. Full sponsorship includes a full-page advertisement in the program. Partial sponsorship includes ½ page advertisement in the program. Please e-mail vecapoffice@gmail.com and provide logo and advertisement details.

The Ins and Outs for Exhibitors at Forum

Date: October 14 – 16, 2019

Location: Omni Richmond Hotel, 100 S. 12th St, Richmond, VA, 804-344-7000

Space Rental: The rental charge includes one table, one chair, Forum registration for 1 person (including one lunch), exhibitor badge, and one electrical outlet, if needed. Spaces are assigned by Forum staff on a first-reservation basis. You are welcome to bring your own backdrops/signs and any audio/visual equipment. Exhibitors request for additional equipment and/or resources are subject to the cost set by the venue.

Set Up/Take Down: Exhibits can be set up by 7:00 a.m. on Monday October 14. Exhibits are officially open and should be staffed Monday October 14 and Tuesday October 15 from 8:00 a.m. - 5:00 p.m. and 8-noon on Wednesday October 16. Exhibits must be removed by Wednesday October 16 at 1 pm.

No cancellations will be accepted. Please pay online with a credit card. If you are unable to pay online, please contact Home Office to make alterative arrangements (vecapoffice@gmail.com).

Lodging: The cut-off date to receive a Block rate is Monday September 23, 2019 at 5:00 pm local time. (\$147.00 single rate or \$157.00 double rate plus \$13.3% taxes, fees, and assessments. Lodging is at exhibitor expense and may be reserved by contacting the venue directly.

https://www.omnihotels.com/hotels/richmond?utm_source=GMBlisting&utm_medium=organic

Package Storage Fee: Please note that presenters and exhibitors will have to pay a package storage fee if they send packages to the hotel before the 13th. Please contact Home Office for details.