

**Virginia School Counselor Association Conference (VSCA)
Hampton, Virginia
October 16-18, 2019**

EXHIBITOR APPLICATION

(PLEASE PRINT)

Application for exhibit space at the 2019 VSCA Conference indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Conference Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by a VSCA authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 6' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Hampton Roads Convention Center. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the manual)

Website

Street Address

City State Zip

Contact Name for Exhibiting Correspondance

Phone

Email

I would like to donate an item for the Door Prize. Item: _____

Who Will be Attending the Conference?

Name of Table Representative

Phone

Email

Name of Additional Table Representative (\$75 charge)

Phone

Email

TABLE LOCATIONS:

(Required. See Floor Plan.) 1st Choice _____ 2nd Choice _____ 3rd Choice _____

**Exhibitor Tables
Early Bird Rates**

Good through July 15, 2019

One Table	\$400
Two Tables	\$750
Three Tables	\$1,000

**Exhibitor Tables
Standard Rates**

Good after July 15, 2019

One Table	\$450
Two Tables	\$850
Three Tables	\$1,150

Payment due by September 16, 2019

	Quantity	Amount
Exhibitor Tables		
Additional Table Rep. - \$75 <i>(Limit 1 per table purchased)</i>		
TOTAL DUE:		

METHOD OF PAYMENT

CHECK

Please make check payable to NCYI, and mail it, along with this completed application to: NCYI, Attn: Chris Daugherty • P.O. Box 22185, Chattanooga, TN 37422-2185

CREDIT CARD

Visa MasterCard Discover American Express

Card # _____

Name on Card _____

Billing ZIP _____ Expiration _____ 3-Digit Sec. Code _____

Signature _____

Email _____

If you pay by credit card, you may either mail (see address above), fax, or scan/ email your completed application to:

FAX: Chris Daugherty at 423.899.4547 / Scan/Email: cdaugherty@ncyi.org

REFUND POLICY:

See Section 12 on the "Conference Exhibitor Agreement"

HOTEL RESERVATION INFORMATION:

The VSCA Conference will be headquartered at the Hampton Roads Convention Center. Standard rooms are \$130 per night (plus tax). Make your reservations by calling the hotel directly at (757) 827-8200 or at (800) 362-2779 and refer to the "SCA" code to receive this special rate. You may also go to the hotel's on-line reservation system by following the link from the conference webpage at www.ncyi.org/vscac.

Questions? Contact NCYI at 866-318-6294