



VIRGINIA BUILDING & CODE OFFICIALS ASSOCIATION

TO: Potential Exhibitors
FROM: Virginia Building and Code Officials Association
SUBJECT: Exhibit Opportunities and Training Participation at the 2013 VBCOA Annual Conference
DATE: August 16, 2013

Please plan on exhibiting the latest in your company's products and services at the **2013 VBCOA Annual School & Conference**, to be held November 3-5 at the Holiday Inn & Suites Front Royal Blue Ridge Shadows.

This is a great exhibit and informational/training opportunity. Approximately 200 building officials and inspectors from across the state attend the Annual School and Conference. The conference participants are always eager to see displays of products and services, and exhibitors will have ample opportunity to talk and meet with the conference participants.

The cost of exhibiting is \$300 for a standard tabletop or stand-alone display, and includes optional participation in the training program. In addition, the low exhibit fee includes registration for one person at all events at the conference. If more than one person from your company will be at the table, the charge for each additional person is \$75.

To exhibit, simply complete and return the exhibit registration form. You may set up your table on Monday morning. Space is limited so register early!

If you have questions regarding the exhibition space, please call Mary Jo Fields at 804/523-8524.

Hotel reservations. Reserve your room at the Holiday Inn & Suites Front either on line at www.holidayinn.com/frontroyalva (enter the group code **VBC** into the green box on the left side of the page), or by calling 1-800- HOLIDAY (give the group code **VBC** to the reservation agent). **The hotel reservation deadline is October 4.**

Also, if your company is interested in sponsoring a special event at the conference, such as the President's Reception, either luncheon or the banquet, the cost is \$200. Your company would be recognized in the conference program and a representative could attend the event.