



Exhibitor Form

Communicate your organization's services and products to over **150 nonprofit leaders and 90 organizations.**

Exhibitor Benefits:

- Opportunity to promote your organization to over 150 nonprofit leaders in Hampton Roads
- Structured time for networking with nonprofit representatives and foundation partners
- Conference registration for one attendee, including keynote luncheon
- Listing in conference packet with contact information
- Table space and chair
- Conference attendee list

Conference Information

- Date:** Friday, February 4, 2011
- Time:** 9:00 a.m. to 3:00 p.m.
- Location:** Norfolk Waterside Marriott
235 East Main Street
Norfolk, Virginia, 23510

Conference Schedule (Subject to Change)

- 8:30 a.m. Registration and Breakfast in Exhibitor Marketplace
- 9:00 a.m. Opening Plenary
- 10:00 a.m. Exhibitor Marketplace
- 10:15 a.m. Morning Sessions
- 11:45 p.m. Exhibitor Marketplace
- 12:00 p.m. Excellence Award Luncheon and Keynote Address
- 1:30 p.m. Afternoon Sessions
- 3:00 p.m. Conference Evaluation and Conclusion

Exhibitor Responsibilities:

- A/V and computer equipment
- Travel costs, including hotel accommodations and meals
- Copying and shipping of exhibitor materials
- Booth space does not include internet or phone lines; access to electricity may be negotiated separately with hotel for an additional fee.
- Exhibitor Registration Deadline: January 7, 2011
- Exhibitor Registration Fee: \$500.00 (Due upon registration)



Member of:



Exhibitor Registration Form

**10th Annual Hampton Roads Institute for Nonprofit Leadership Conference
Friday, February 4, 2011 - Norfolk Waterside Marriott Hotel**

Make checks payable to VOLUNTEER Hampton Roads. Credit card payment with Visa or MasterCard is also accepted. Please fax completed form to VOLUNTEER Hampton Roads at (757) 624-3618 or mail form and payment to: VOLUNTEER Hampton Roads, 400 West Olney Road, Suite B, Norfolk, VA 23507.

Exhibitor Profile:

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____

Fax: _____

Web: _____

Primary Contact: _____

E-mail (Required for updates and confirmation): _____

Organization Description: *Submit a 50 word or less attachment or e-mail to vevans@volunteerhr.org.*

I have reviewed the Exhibitor Form and fully understand and agree to the following terms:

- Exhibitor registration is available on a first-come basis pending receipt of **both** the completed form and payment.
- Space is not reserved until confirmed via e-mail.
- Exhibitor set-up times are not negotiable and the exhibit must be up until the end of the conference.
- Exhibitors must represent individuals or organizations that provide goods and services to the nonprofit sector.
- Conference planners reserve the right to deny any exhibitor application.

Signature: _____

Date: _____

Payment:

- Enclosed please find my check made out to VOLUNTEER Hampton Roads
- Charge my credit card:

Type of Card: _____ Expiration Date: _____

Account Number: _____

Name on Card: _____

By January 7, 2011
Mail form and payment to:
VOLUNTEER Hampton Roads
400 West Olney Road, Suite B
Norfolk, VA 23507
or
Fax form and credit card information to:
(757) 624-3618.

