

November 30, 2017

Dear Sir or Madam:

The Virginia Alliance of Paralegal Associations (VAPA) invites you to participate as an exhibitor at our Eleventh Biennial Statewide Paralegal Conference. The Conference will be held **October 5, 2018**, at the **Courtyard by Marriott located in the beautiful historic district of Fredericksburg, Virginia.**

VAPA is a non-profit organization consisting of seven paralegal associations and three area liaisons located in the Commonwealth of Virginia and Metropolitan Washington, DC area, representing paralegals who work in law firms, corporate legal departments, as well as local and federal government agencies. Exhibiting at the Conference will give your organization direct access to paralegals from this diverse area.

The Exhibitor Space will be located in the open lobby area near the Martha Washington room, ensuring a large volume of conference attendee as well as general public traffic. The Marriott is offering a special room rate of \$159/night for VAPA conference attendees. Please indicate on the attached application if you plan to stay at the hotel during your participation. The deadline for reserving your room is 5:00 p.m. on September 15, 2018. Marriott reservations: 1-800-321-2211 or 1-540-373-8300 – please mention you are attending the VAPA Conference.

As an exhibitor, you may participate on any of the four levels:

1) Exhibition/Vendor Space - \$150

Skirted table with 2 chairs provided for your organization's attendees; electrical access (Internet access available for an additional fee); a list of conference attendees with organization affiliations; your business name on all conference signage and printed materials with your organization's logo (if you request), and recognition on the VAPA website with a link to your organization's webpage.

2) Conference Sponsorship – \$200

Breakfast, luncheon, or Friday evening reception honoring Paralegals' Week. All Conference Sponsors names will be printed on all conference signage and printed materials with your organization's logo (if you request), and recognition on the VAPA website with a link to your organization's webpage.

3) Material Display and Distribution - \$75

If you are unable to participate as a vendor, but would like your printed materials displayed on a skirted table and distributed, your organization may send written materials, i.e. business cards, brochure, and/or leaflets, which will be displayed and distributed to all seminar attendees. Your business name will be included on all conference signage and printed materials with your organization's logo (if you request), and recognition on the VAPA website with a link to your organization's webpage.

4) **Goodie Bag/Material and Distribution - \$50**

If you are unable to participate as a vendor, but would like your materials distributed, your organization may send goodie bags or goodie bag materials which will be distributed to all seminar attendees. Your business name will be included on all conference signage and printed materials with your organization's logo (if you request), and recognition on the VAPA website with a link to your organization's webpage.

Exhibitor spaces are limited for this conference; therefore, priority of applications will be based on postmark. Please complete the enclosed form, designating your exhibitor level and return it to the address provided on the application, along with your check made payable to VAPA. In order to be listed in our program brochure as an exhibitor and/or sponsor, reservation application forms and fees and organization logo in pdf format must be received no later than **September 1, 2018**.

Please contact Kathryn Ingram, RP, at ingram8@hotmail.com if you have any questions or if you require additional information. We look forward to hearing from you and seeing you in Fredericksburg, Virginia in October 2018 at VAPA's Eleventh Biennial Statewide Paralegal Conference.

Sincerely,



President, Virginia Alliance of Paralegal Associations
Delegate from the Richmond Paralegal Association

Enclosure