

A call for exhibitors...

2005 VIRGINIA GOVERNOR'S CONFERENCE ON GREENWAYS, BLUEWAYS AND TRAILS MAY 1, - MAY 4, 2005

The 2005 Virginia Governor's Conference on Greenways, Trails and Blueways: Building Active Communities will be held in Richmond, Virginia, at the Omni Hotel on May 1- May 4, 2005. The numerous organizations that are developing this conference invite you to participate in this important event designed to further energize the efforts to develop greenways, blueways and trails in Virginia.

This event will attract 400-500 participants and numerous exhibitors. We are pleased to present an informative conference and interactive opportunities with outstanding speakers and leaders from across the state and nation.

Exhibit spaces will go quickly. To ensure a booth space, please send your **reservation form** and **deposit check** as soon as possible. For additional information, please contact: *Paul Revell, Virginia Department of Forestry, phone: 434-977-6555, e-mail: paul.revell@dof.virginia.gov*

Meeting Location and Hotel Information

The meeting will be located at Omni Hotel in Richmond, Virginia. The Omni Hotel is located in the popular Shockhoe Slip section of downtown Richmond. A special conference rate **of \$90.40 single, \$113.00 double (inclusive of all taxes)** will be offered. Be sure to mention the conference name and rate when making your reservation. For reservations call (804) 344-7000 or toll-free at (800) 843-6664.

Exhibitor Fee

The fee for booth space (8' X 6') is \$400 which includes a skirted table, two chairs, and one full meeting registration. Please send your Reservation Form and check (payable to BikeWalk Virginia). A self-addressed envelope is enclosed for your convenience.

Exhibitor Registration

All exhibitor name badges and materials will be distributed on Sunday, April 30, 2005. The exhibit fee includes one full Meeting Registration (registration includes admission to all sessions, and several meals). Additional registrants must register and pay the conference registration fee of \$150.00. Exhibitors who also take advantage of conference sponsorship opportunities will be eligible for additional complimentary registrations (see sponsorship materials in this packet).

Exhibitor Hours

Exhibit hours during the Meeting will be:

5 p.m.-9 p.mSunday, May 1, 2005
7 a.m.-5 p.m.....Monday, May 2, 2005
7 a.m.-6 p.m.....Tuesday, May 3, 2005

Exhibitor Move-In/Out Schedule

Exhibitor Move-In.....Sunday, May 1, 2005
1:00 p.m. - 5:00 p.m.

All exhibits must be in place no later than 9:00 a.m., Monday, May 1, 2005. All exhibits can remain intact until 6:00 p.m., Tuesday, May 3, at which time exhibitors can begin dismantling their display. Exhibits must be removed by 8:00 p.m., Tuesday, May 3. Detailed shipping information will be sent to exhibitors on receipt of registration

Refund Policy

Exhibit booth fee, except for a \$100 non-refundable processing fee, will be refunded if we receive a written or faxed request thirty days prior to the conference.

2005 VIRGINIA GOVERNOR'S CONFERENCE ON GREENWAYS, BLUEWAYS AND TRAILS: BUILDING ACTIVE COMMUNITIES EXHIBITOR RESERVATION FORM

(Please print or type)

Company/ Exhibitor:

Name:

Title:

Phone:

Address:

City:

State:

Zip Code:

Please reserve
Booth(s).

Enclosed is a deposit in the amount of **\$100.00**
(balance of \$300.00 due by April 1, 2005)

Enclosed is payment in full (**\$400.00 per booth**)

Please make checks payable to:
BikeWalk Virginia

Send this completed form to:
Paul Revell
Virginia Department of Forestry
900 Natural Resources Drive, Suite 800
Charlottesville, VA 22903
Phone: (434) 977-6555
FAX: (434) 296-2369

Name of person to receive meeting registration:

Name:

Company:

Address:

Fax: City:

State:

Zip Code:

Brief description of products or services to be
displayed:

Additional person for whom you would like name
badge provided (will staff booth, no charge):

Name:

Title:

These individuals will attend meeting sessions and
need registration packets:

Name:

Title:

Name:

Title:

A one line identification sign for your company should read:

Special Needs (any applicable hotel fees will be provided to exhibitors upon receipt of registration):

Telephone Line:

Yes

No

Number:

Electrical Outlet:

Yes

No

Number:

High Speed Data Line:

Yes

No

Number:

Other Needs: