**The West Virginia Reading Association**

**A Call for Conference Exhibitors 67th Conference**

**A Call for Conference Exhibitors for**

**the theme of:**

**GENERAL VENDOR INFORMATION**

Conference Date: November 16-17, 2023

Place: *The Greenbrier* – Exhibit Hall

Tables: 8' x 30" (Electricity by Request)

Technical Needs: Phone/internet must be arranged by vendor through *The Greenbrier* sales office at 304-536-7837; (WVRA is not responsible for this additional service.)

Exhibit Set Up: 2:00 p.m. - 5:00 p.m., Wednesday, Nov. 15

Exhibit Hall Schedule 7:30 a.m. - 4:00 p.m., Thursday, Nov. 16

 7:30 a.m. – 12:00 p.m., Friday, Nov. 17

Exhibits Dismantled: By 5:00 p.m. on Friday Nov. 17

**\* Times listed are tentative – check nearer to conference date**

Check at the Service Entrance of the Greenbrier Hotel for directions to Exhibit Hall loading and unloading area.

Tables will be labeled with company names.

Door prizes are to be given out by exhibitors at their table or given to Hospitality Chair, Teresa Brown for distribution at the closing session.

Exhibit fees cannot be returned after October 23, 2023

**MERCHANDISE FORWARDING**

All packages should be mailed to:

**Guest Name & Company, WVRA Exhibits**

The Greenbrier

Porter c/o Ally Eppling

WV Reading / VENDOR NAME

101 Main Street, West

White Sulphur Springs, WV 24986

**The West Virginia Reading Association**

**67th Annual Conference**

**November 16-17, 2023**

**The Greenbrier Resort**

**White Sulphur Springs, West Virginia**

**Exhibitor Registration Deadline - October 22, 2023**

**WVRA Tax Exempt Number: 824664057**

Company Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Name/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of tables at $325.00 per table \_\_\_\_\_\_\_\_\_\_\_ Amount enclosed: $\_\_\_\_\_\_

Electricity needed: Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_

Phone/Internet: ***Arranged through The Greenbrier Sales Office by the vendor.***

Special Needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Door prize donation to WVRA: Yes\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

Description (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names for nametags: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teachers love freebees! If you are willing to sponsor any items to be included in our teacher swag bags, i.e. pens, pencils, notepads, etc. to be given out to conferees (approximately 500), please contact Anna Holst; aholst@k12.wv.us or 304.549.3206

**Please Note: To guarantee exhibiting space, all fees must be paid to the West Virginia Reading Association on or before October 22, 2023. Exhibiting space will not be guaranteed until table fees are paid in full.**

Return this form and check made payable to: **WVRA**

**PAY ONLINE with Square**

**Vendor 1 Table <https://square.link/u/HEvQZQXf>**

**Vendor2 Tables** [**https://square.link/u/AuLJqXEW**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsquare.link%2Fu%2FAuLJqXEW&data=05%7C01%7Caholst%40k12.wv.us%7C8a78eb9cb598475c56d808db846ed917%7Ce019b04b330c467a8bae09fb17374d6a%7C0%7C0%7C638249383853723275%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jTGc2iU4WVcSsjZr%2FNUdIvhK%2FM5ip4amnnh5N7Et7W0%3D&reserved=0)

**Vendor 3 tables** [**https://square.link/u/m5gZZu8s**](https://square.link/u/m5gZZu8s)

Frances Horton

6019 Pullen Ct.

Barboursville, WV 25504

Phone: 304-736-5839 E-mail: franread@aol.com

Table fee: $325.00 per table for Thursday and Friday