



June 24, 2018

First, on behalf of the Virginia Fire Chiefs Association I want to thank your company for their participation in the 2018 Virginia Fire + Rescue Conference. We would not have had the success we did without their support and partnership of our conference.

After trying it last year for the first time and based on the comments we received from both our exhibitors and our attendees, we are going to continue opening the exhibit hall on Thursday. Our hours for the 2019 show will be:

Thursday February 21, 2 PM-6 PM
Friday February 22, 10AM-5 PM
Saturday, February 23, 9AM-1 PM.

Next, I want to review the registration process for the 2019 Conference that will be beginning soon. Generally, we will be following the process we followed for the last couple years for the regular exhibitor registrations where the first company to register gets their pick of where they desire to exhibit.

Specifically, the exhibitor registration process will be:

- For your preview prior to registration opening, the exhibit hall layout, list of available booths and floor spaces, and their respective costs and down payment amounts, and specific registration process instructions can be accessed by opening this link: http://www.registration123.com/VFCA/19VFCA_Exhibitor
- At **10:00 AM** (EST) on **Tuesday July 10, 2018**, the on-line registration process will open.
- The first exhibitor to complete the registration process after the opening time, including payment of the required down-payment, will get their first choice of space and/or booth location. The next exhibitor to complete the registration process including payment will have second choice, etc.
- In the event an exhibitor begins the registration process and does not enter a payment type, the desired space will not be reserved and will be available for others to choose.
- The exhibit floor layout and list of available spaces/booths will not be automated but will be updated by VFCA staff as soon as possible. If an exhibitor requests a space that has already been reserved, the exhibitor will be contacted and will be given a chance to make another choice.

If you have any questions don't hesitate to contact me at: exhibits@vfca.us.

Floyd Greene
Exhibits Chair