About the Conference
Don’t miss this great opportunity to network with event professionals across the state and share ideas on exciting and timely topics such as emergency planning, improving your product and guests’ experience, getting your message out, protecting your organization, and covering your assets!

To better accommodate event professionals’ schedules and budgets, this year’s conference has been shortened from two-and-half-days to one-and-half-days with only one overnight stay, and the registration fee has been reduced. You may also bring additional staff from your organization for a reduced rate. The non-member fee includes a one year membership in the association at a savings of $40!

Who Should Attend
The conference is open to both member and non-member professionals and volunteer leaders responsible for large and small events, arts festivals, sporting events, ethnic festivals, fairs, parks and recreation departments, city special event offices, main street managers, downtown developers, social and civic organizations, convention and visitors bureaus, chambers of commerce, and suppliers and services providers. Each group will benefit from the ideas shared at the conference and through an association with the Virginia Festival and Events Association (VFEA).

Why You Should Attend
VFEA is the only statewide association focused on networking and educational opportunities for festival and events producers, and the annual conference is its primary program to bring together industry professionals. The 2005 conference features industry experts, exciting educational sessions and opportunities to network with your professional colleagues to learn from each other and share concerns about this important industry. For more information about the VFEA or the conference, check out our website at www.vfea.com or contact:

Bill Center, Executive Director, VFEA
Phone: (757) 481-6700 • E-mail: vfea@cox.net

For membership inquiries, contact:
Linda Stevens, Membership Chair
Phone: (757) 539-6751 • E-mail: lstevens@suffolkfest.org

Lodging and Location
The conference will be held at the Holiday Inn Select, Koger South Conference Center in Richmond. The conference room rate is $74 per night (with free parking). To make your reservations, call (804) 379-3800 by February 17 and mention the name of the conference.

Attention Exhibitors and Sponsors
If you are interested in being an exhibitor or sponsoring this conference, please contact:
Linda Stevens
Suffolk Festivals
P.O. Box 1852
Suffolk, VA 23439
Phone: (757) 539-6751, Fax: (757) 539-6762
E-mail: lstevens@suffolkfest.org

Board of Directors
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Haymarket, Virginia
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Virginia Beach, Virginia

www.vfea.com
Virginia Festivals and Events Annual Conference
March 3–4, 2005

Please print or type— or register on-line at www.vfea.com.
Complete a separate form for each participant.

Name ___________________________ Title ___________________________
Organization ___________________________ Address ___________________________
*Organization’s FID# ___________________________ City __________ State ______ Zip ______
Daytime Phone: ___________________________ Fax: ___________________________
E-mail: ___________________________
Signature ___________________________

Return by February 25 to: (no staples, tape, or clips, please)
Virginia Festivals and Events Corporation
Continuing and Professional Education
702 University City Boulevard
Virginia Tech, Mail Code 0272
Blacksburg, VA 24061
Phone (540) 231-5182
Fax (540) 231-3596

Method of Payment
☐ Check. Make payable to: Treasurer, Virginia Tech
Credit card: MasterCard        Visa        American Express
Card No. ___________________________ Exp. Date __________
Name on Card ___________________________

Registration Fees

$195—Full conference registration for members
$100—Additional members from same organization
$275—Full conference registration for non-members (includes one year membership @ $40 discount)

How to Register
Please see the attached form for registration fees. The fee includes a notebook of reference materials, receptions, meals and refreshment breaks. To register, complete the attached form and return with payment by February 25. Or, you may register online at www.vfea.com.

REFUND AND CANCELLATION POLICY: Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A $25 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

How to Register
Please see the attached form for registrations fees. The fee includes a notebook of reference materials, receptions, meals and refreshment breaks. To register, complete the attached form and return with payment by February 25. Or, you may register online at www.vfeacom.com.