

West Virginia Cemetery & Funeral Association's

2021 ANNUAL CONVENTION

EXHIBITOR & SPONSORSHIP PROSPECTUS



AUGUST 6 & 7, 2021

CANAAN VALLEY RESORT
DAVIS, WV



CANAAN VALLEY
RESORT & CONFERENCE CENTER



West
Virginia
Cemetery & Funeral Association
WWW.WVCFA.ORG

QUESTIONS? CONTACT THE WVCFA OFFICE:

PH: 304.342.3769 office@wvcsi.com

WHY EXHIBIT?

So, you may be asking, "Why should my company exhibit?"

Your exhibit booth rental fee provides your company's representatives with exclusive admission to the exhibit hall and exhibit functions, as well as all convention education sessions. In addition, it includes:



Attendee Contact List

Exhibitors receive a list of all registered attendees with contact information as part of their booth fee. Two weeks prior to the convention, the WVCFA will email an electronic Excel file to all you to conduct promotional mailings to those who have pre-registered. On-site, you will receive a copy of the updated Excel file for your post-convention mailings.



Free Food and Beverage Service

The WVCFA provides free food and beverage service throughout all exhibit hall functions to encourage attendees to stay in the exhibit hall and visit each booth. Exhibitors often ask whether they are welcome to this break service as well. Yes, you are more than welcome – Please enjoy!



Listing in WVCFA Newslines

Your company will be highlighted in a special section of the Fall 2021 WVCFA Newslines. Please note that you must submit your exhibit application by August 1, 2021 for inclusion in this newsletter.



Registration for Exhibitor Representatives

Your company will receive (2) complimentary registrations per exhibit booth purchased. Registrations include admission to the exhibit hall and all convention functions.



Listing on the WVCFA Website

Your company will be included in our exhibitor listing on the WVCFA website, including a link to your company's website.



Exhibit Booth Assignments

The WVCFA assigns exhibit booths by the date each exhibitor application is received. Our goal is to separate competing companies to the best of our ability. The WVCFA will have the final say in all exhibit booth placements.

EXHIBIT BOOTH APPLICATION

Exhibit Booth Space Application & Contract:

Exhibiting Company Name

Mailing Address

Phone

Email Address

Main Contact for Exhibit Company

Person Responsible for Making Exhibit Booth Selection & Exhibit Contact

The following person will serve as the authorized representative of the company listed above regarding the 2021 WVCFA Annual Convention. This person will receive all exhibit-related material and emails regarding exhibitors.

Name of Authorized Representative

Email Address

Phone

Signature of Authorized Representative

Exhibit Booth Fees

Exhibit Booth application is to be accompanied by non-refundable exhibit fee. All exhibit booth assignments are assigned by the date each exhibitor application is received.

of 6 foot table exhibit booths: _____ x \$300.00 each = \$_____

of 8 foot table exhibit booths: _____ x \$400.00 each = \$_____

Total cost of Exhibit Space: \$_____

Payment Information

_____ Check (Made payable to WVCFA) _____ Visa _____ MasterCard _____ Discover _____ AMEX

Credit Card Number

Exp. Date

CV Code

Billing Zip Code

Name on Credit Card

Email Address for Receipt

FOR WVCFA OFFICE USE ONLY:

Date Received: _____ Payment Received: _____ Booth Number Assigned: _____

SPONSORSHIP APPLICATION

Sponsorship Application & Contract:

Deadline for Sponsorships: July 23, 2021

Exhibiting Company Name

Mailing Address

Phone

Email Address

Main Contact for Sponsorship

Person Responsible for Sponsorship Contract

The following person will serve as the authorized representative of the company listed above regarding the 2021 WVCFA Annual Convention. This person will receive all sponsorship-related material and emails regarding sponsorships.

Name of Authorized Representative

Email Address

Phone

Signature of Authorized Representative

Sponsorship Fee:

Please chose the applicable sponsorship fee that your company wishes to sponsor.

___ Individual Sponsor: ___ Coffee Break Sponsor (___ \$500 full day ___ \$250 half) ___ Lunch Sponsor (\$1,000)
___ Full Page Program Ad Sponsor (\$300) ___ Half Page Program Ad Sponsor (\$150)

Payment Information

___ Check (Made payable to WVCFA) ___ Visa ___ MasterCard ___ Discover ___ AMEX

Credit Card Number

Exp. Date

CV Code

Billing Zip Code

Name on Credit Card

Email Address for Receipt

FOR WVCFA OFFICE USE ONLY:

Date Received: _____ Payment Received: _____ Booth Number Assigned: _____

EXHIBIT BOOTH CONTRACT

Exhibit Hall Specifications:

This exhibitor prospectus is part of the exhibit booth space application and contract for the 2021 WVCFA Annual Convention. Each exhibitor agrees to meet any applicable requirements of the federal, state and municipal governments, police and fire departments of the city and the management of the building, and to obtain and pay for all necessary permits and licenses, should any be required for the display of your exhibit. Each exhibitor shall be responsible for collecting and/or paying all applicable local, state and federal taxes.

LOCATION: The Exhibit Hall is located in the Balsam Room at Canaan Valley Resort & Conference Center, 230 Maid Lodge Road Davis, WV 26260.

DISMANTLING: All exhibits must be removed from the exhibit hall by the exhibiting company at its own expense no later than 6:00 PM on Saturday, August 7, 2021. If an exhibitor fails to remove its exhibit on this day, the WVCFA and Canaan Valley Resort is not responsible for any damage, shipping, or storage of said exhibit.

SHIPPING INSTRUCTIONS: No exhibitor material will be accepted by Canaan Valley Resort & Conference Center or by the WVCFA, nor will the WVCFA assume responsibility for loss of or damage to goods consigned or shipped to it. All goods must be plainly marked with the exhibitor's name and assigned booth number. Under no circumstances will goods be accepted on which there are charges due.

TRAVEL AND ACCOMODATIONS: Our host hotel is Canaan Valley Resort. The WVCFA has obtained a discounted room rate of \$119 (King Room) and \$119 (Double Room) per night plus taxes for convention attendees and exhibitors. To reserve your hotel room, please contact Canaan Valley Resort at 304.866-4121. A first night non-refundable deposit will be charged at the time of booking. The cut-off date for making hotel room reservations is July 5, 2021. Please make your hotel room reservations early to avoid the room block to sell out or not be available. Please remember to identify yourself as a WVCFA attendee to obtain the discounted room rate.

To Submit Exhibit Registration:

PLEASE MAIL THIS FORM WITH PAYMENT TO:

West Virginia Cemetery & Funeral Association
18 California Avenue, Charleston, WV 25311

OR FAX FORM TO: 304.343.4251

OR SCAN AND EMAIL FORM TO: office@wvcsi.com

SCHEDULE OF EVENTS (TENTATIVE)

Friday, August 6, 2021

9:00 - 10:00AM	Registration
10:00-12:00	Education
12:00pm	Membership Meeting & Lunch
1:00-2:00pm	Education
7:00pm	Lageana Aldredge Scholarship Auction

Saturday, August 7, 2021

8:00am	Early Bird
8:30am-12:00	Education
12:00pm	Luncheon w/Suppliers
1pm-2:00pm	Education
6:00pm	Supplier Reception

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Virginia
Cemetery & Funeral Association

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Charleston, WV 25311
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Join Us!

2021 WVCFA Annual Conference

August 6 & 7, 2021

**Canaan Valley Resort
Davis, WV**