



Virginia Homicide Investigators Association Vendor Agreement

Dear Vendor,

Thank you for your interest in the 2024 Virginia Homicide Investigators Association annual conference. The conference will be held at the Founders Inn and Spa located at 5641 Indian River Road, Virginia Beach, Virginia, 23464 from September 30- October 4, 2024. One standard table will be permitted for each vendor in the main hallway located outside of the classroom/ballroom. Vendors can set up their table after 5:00 PM on Sunday, September 29, 2024. Registration begins on September 29, 2024, at 5:00 PM and continues September 30 at 7:00 AM. Classes begin at 8:00 am on Monday, September 30 and conclude at noon on Friday, October 4, 2024. Vendor takedown must be completed by 1:00 PM on Friday. Hotel internet access is available; however, access to more secure networks is the responsibility of the vendor. ***Only Eight (8) vendor spaces are available at this conference.***

- Vendor Fees:
- \$200 includes product literature being distributed with attendee registration packages and social media exposure. You are **not** required to reserve a space for this option.
 - \$800 includes (1) 6' table, (2) chairs, access to electrical source, invitation to networking events, product brochure included with attendee registration package and social media exposure. **ONLY** (4) spaces available for this option.
 - \$1,200 includes (1) 6' table, (2) chairs, access to electrical source, invitation to networking events, product brochure included with attendee registration package, social media exposure and a 10-minute presentation slot during the conference. **ONLY** (3) spaces and presentation time slots are available for this option.

- Networking Sponsor - Hospitality Event:** \$1,500 includes onsite signage as the networking sponsor in the hospitality room. \$500 Reservation Fee is required to select this option.

Vendor space reservation in a location of your choice at the Hotel Atrium. Includes (1) 6' table, (2) chairs, access to electrical source, invitation to networking events, product brochure included with attendee registration package and social media exposure.

FIRST 10-minute speaking opportunity to the conference attendees. **ONLY** (1) space available for this option.

- Breakfast Sponsor:** \$250 per day, includes daily onsite signage as the conference breakfast sponsor in addition to product literature included with the attendee registration packages and social media exposure. You may select up to five days depending on availability. Please choose which day(s) you would like to sponsor:

- _____ Monday
- _____ Tuesday
- _____ Wednesday
- _____ Thursday
- _____ Friday

Vendor payment fees can be made via the VHIA website (<https://virginiahomicideinvestigatorsassociation.com>).

Please return the completed form and direct vendor registration inquiries to Kevin George at: kray528@gmail.com.

The agreement is not ratified until both parties sign and date the Vendor Agreement Form.

Vendor/Company Name & Contact Number/Email

Vendor Representative Signature

VHIA Representative Signature

Date

Date