A sunburst graphic with white rays emanating from the top left corner, set against a yellow background.

LAWYERS

EXPO

Virginia State Bar
74th Annual Meeting

June 14-16

2012

CAVALIER BEACH CLUB

42nd & Atlantic Ave

VIRGINIA BEACH

Information for Exhibitors

LAWYERS EXPO

The 2012 Lawyers Expo will be held in Room C of the Cavalier Beach Club adjacent to the Cavalier Oceanfront Hotel, 42nd and Atlantic Avenue.

Dates and tentative hours

Thursday, June 14..... 4:00 pm–6:00 pm
Friday, June 15..... 9:30 am–5:00 pm
Saturday, June 16..... 8:30 am–11:30 am



Attendance

The VSB Annual Meeting continues to be a celebrated event for Virginia attorneys and their families. In 2011, our Annual Meeting attracted over 550 registered attorneys and judges. This year, we anticipate even greater attendance.

Social Events

Exhibitors may purchase a set of tickets for the social events conducted during the annual meeting. The fee for each set of two tickets is \$25, which includes three receptions.

Sponsorships

For additional visibility and promotion of your company, you are invited to sponsor several of the events held throughout the meeting facilities. All sponsors will be listed in the VSB Annual Meeting Program if committed before March 1. Throughout the meeting, special signs listing the sponsors will be appropriately placed at each sponsored event.

- Bronze Sponsor (\$100) Co-sponsor coffee breaks
- Silver Sponsor (\$250) Joint Sponsorship of a breakfast or break
- Gold Sponsor (\$500) Joint Sponsorship of a reception or dance
- Platinum Sponsor (\$1,500 and up) Full Sponsorship of a reception

For more information on sponsorships, please call Bet Keller at (804) 775-0516.

“The expo is the perfect chance to see the latest in law office services and technology.”

“The connection that I make with the legal community at the expo each year maintains my customer base.”

Visibility for Exhibits and Exhibitors

- Excellent location in direct proximity to major events
- Special raffle event for all annual meeting registrants sponsored by Tour Plan International: one (1) package trip (based on double occupancy) to the 39th Midyear Legal Seminar, location to be determined.
- Listing of company name in the Annual Meeting General Membership mailing.
- Listing of exhibitors in the VSB Annual Meeting Program, if registration is received prior to March 1st.
- 15% discount offered to all vendors for first-time advertising in the Virginia Lawyer;
- Listing of exhibitors in meeting areas of each hotel
- Daily coffee breaks and receptions hosted in the exhibit hall
- Complete company listing with promotional information in the Exhibit Guide, a take-home guide of exhibitors' products and services distributed to all meeting attendees

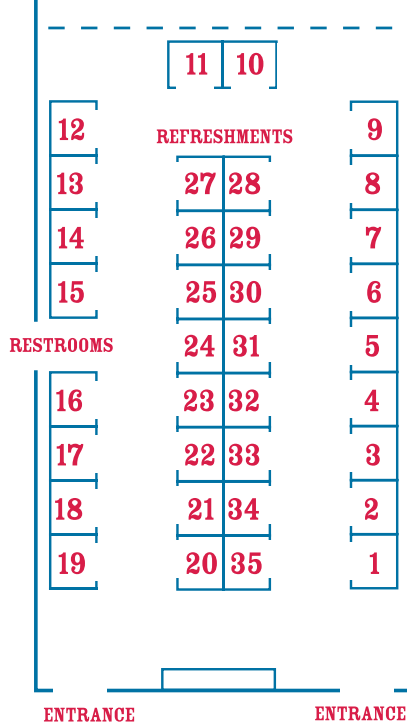


Three days of great marketing opportunities!



“... a great opportunity to mingle and connect with our target audience in a relaxed and fun atmosphere.”

LAWYERS EXPO



Registration Fee

Booth fees for the three-day Expo are \$500. First time exhibitors qualify for the discounted rate of \$400. A limited number of specialty vendor booths (including jewelry, gifts and décor) are available for \$100. All registrations received prior to March 1 will be included in the Annual Meeting marketing to our members.

Booth Description

Each booth will occupy a draped space (7' x 10') and will include a 6-foot draped table, two chairs and a sign lettered with the name of the exhibitor (sign: 7" x 43")

Set Up

Exhibits may be set up between 9:00 am and 2:00 pm on Thursday, June 14. All booths must be completed by 2:00 pm.



Don't miss this opportunity for networking and sales with a high-end, targeted audience.

Electricity/Telephone Wiring/Shipping

Electricity

The hotel charges a one-time hookup fee of \$37 for each 110v outlet (2 plugs).

Telephone Wiring

There is a one-time charge of \$58.00 for each telephone line. Your equipment must be programmed to accept a "9" to reach outside lines.

High Speed Internet

There is a one-time charge of \$160.00 for each high speed line.

Shipping

If you need to ship materials to the Lawyers Expo, Exhibits, Inc., can provide freight services to Virginia Beach. The Virginia State Bar will forward forms for this service with the Exhibitor Manual in April.

Confirmation

Upon receipt of your registration application and fee(s), you will receive a written confirmation, as well as the VSB Annual Meeting registration and hotel information (available in late April).

Cancellation Policy

A \$50 charge will be deducted from any refund requested in writing prior to May 18, 2012. Half of a vendor's registration fee will be forfeited for refunds requested between May 19 and June 1. No refunds after June 1.

Information

Questions should be addressed to Maureen Stengel, Lawyers Expo Coordinator, Virginia State Bar, 707 East Main St., Suite 1500, Richmond, VA 23219-2800, or call (804) 775-0517. Fax: (804) 775-0501.

E-mail: stengel@vsb.org

Door Prizes/Raffles

We encourage you to donate a product or service to make this a successful and exciting Expo. The Virginia State Bar will gladly help promote your raffle or door prizes in its Expo Guide as well as help award your winners at the Saturday reception. A raffle form will be enclosed in the Exhibitor Manual you will receive in April.



Exhibitor Registration Form

Virginia State Bar 74th Annual Meeting, June 14-16, 2012
Cavalier Beach Club, 42nd & Atlantic Avenue, Virginia Beach



Firm Name (Print name exactly as it should appear in advertising material)

Company profile

75 words or less, to be used in Expo promotional material. You may email it to Stengel@vsb.org

Contact Person to whom confirmation should be sent.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Website _____

Space Requested 1st choice _____ 2nd choice _____ 3rd choice _____

Please indicate space numbers in order of preference as selected from the floor plan included in this brochure. Spaces are limited and will be assigned on a first-come basis. The Virginia State Bar reserves the right to assign exhibit space in the event of more than one request for the same space.

Registration Fee

\$500 Returning Exhibitors \$400 New Exhibitors \$100 Specialty Vendor (Gifts, Jewelry, Food, Décor, etc.)

Correct fees must accompany this application to reserve exhibit space at the Annual Meeting. Make check payable to Virginia State Bar.

Electricity/Phone Requirements (additional charge)

110v outlet x \$37.00 each = \$ _____ Phone Lines x \$58.00 each = \$ _____

High Speed Internet Connection x \$160.00 each = \$ _____

I have additional special needs; please specify _____

Exhibitors' Name Tags Persons responsible for your exhibit on site.

Name _____ Name _____

City _____ City _____

Sponsorship Opportunities

Sponsors will receive additional visibility and promotion throughout the meeting sites.

- Bronze Sponsor - Co-sponsor coffee breaks Fee: \$100
- Silver Sponsor - Joint Sponsorship of a breakfast or break Fee: \$250
- Gold Sponsor - Joint Sponsorship of a reception or dance Fee: \$500
- Platinum Sponsor - Full Sponsorship of a reception Fee: \$1,500 and over

Fees

Exhibitor Fee \$ _____

Electrical Fee, Total Number ___ X \$37 \$ _____

Phone Line Fee, Total Number ___ X \$58 \$ _____

High Speed Internet, Total Number ___ X \$160 \$ _____

Sponsor Fee \$ _____

Social Events (\$25 per set of 2) Total Number () \$ _____

Total Fees Enclosed \$ _____

Authorized Signature _____

Mail completed form and check to Maureen Stengel, Virginia State Bar, 707 East Main Street, Suite 1500, Richmond, VA 23219-2800