West Virginia Association of School Facilities Administrators
2022 Conference and Trade Show

July 11-12, 2022
Morgantown Marriott at Waterfront Place
Morgantown, WV
Vendor General Information

1. Trade Show Spaces: Main Exhibit Hall, Ground level.

2. Set-up Time: Sunday, July 11, 2022, 3:00 – 5:00 p.m.
   Monday, July 12, 2022, 7:00 – 9:30 a.m.

3. Time of Show: Monday and Tuesday -10:30 a.m. - 2:30 p.m.

4. Size of Space: Approximately 10 feet X 10 feet (provided: table, table skirt, tall back drop curtain, and two side curtains)

5. Cost of Space: $350.00. (Includes two lunch tickets for Monday and Tuesday, additional lunches $5.00 per person each day. Last day to register – June 20, 2022.

6. The cost to sponsor a break is $250.00. If you wish to sponsor a break, please indicate on the registration form.

7. You are cordially invited to provide "Door Prizes" that will be given away during the Trade Show. Please contact a member of the WVASFA Executive Committee if you wish to participate. Prize Drawings will be posted. Details will be given at Vendor Meeting.

8. Contact: Jerry Milliken, WVASFA (304) 377-0445 or milliken.jerry@gmail.com
   Morgantown Marriott - (304) 581-2809, jennifer.millstone@marriott.com
   Regina Mendoza- (304) 581-2809, or regina.mendoza@marriott.com


10. Space Assignment: All spaces will be assigned first-come, first-served, guided by specific accommodations.

11. Please complete online registration at www.wvasfa.org and Send all payments to:
    Mike Stalnaker, 2 Outlook Road, Fairmont, WV 26554

12. NO vendor teardown (disassembly) until after 2:30 p.m. Tuesday, July 12, 2022.

13. No Security will be provided.