



The purpose of this email is to announce the exhibitor registration process for the 2023 Virginia Fire Chiefs Association (VFCA) Fire + Rescue Conference Exhibit Show that will be held February 23-25, 2023, at the Virginia Beach Convention Center (VBCC).

For 2023 we will continue the registration process we began several years ago where the exhibitor that has provided the most financial support for our Conferences during the last 5 Conferences (including 2022) will be given the opportunity to pick their 2023 exhibit location and size first. The exhibitor that has provided the second highest level of support during the last 5 years will be given the opportunity to pick their location and size second; etc.

For those exhibitors that exhibit with us in 2022 and **choose** to participate in the process, your opportunity to pick your exhibit area will be assigned a time on Friday February 25 (and Saturday morning up until 11 AM if required) to complete your reservation process.

To participate in this 2023 selection process, you MUST submit an email to Exhibits@vfca.us no later than Tuesday February 15, 2022, stating you want to participate. You must include the name of the person who will be completing the registration process, their email address, and their on-site contact cell number.

No later than Friday February 18, 2022, you and your on-site registration representative will be emailed your assigned appointment time, a link to the 2021 Exhibit Floorplan, and pricing list for you to review prior to your appointment time. You will also be told the specific location in the VBCC where this registration process will take place. Please note that between now and February 15th I will be contacting, in rank order, our top 10 +/- exhibitors that have provided the highest levels of support during the last 5 conferences to go ahead enter their reservation intentions on the floorplan so you understand what will be available when it is your turn to select your space.

During your appointment on February 25th each exhibitor will be given an opportunity to select their 2023 exhibit area from the available space(s); complete the registration paperwork; and submit their (non-refundable) deposit by credit card or check. Any exhibitors who miss their assigned appointment time will be required to wait until the end of the day (or Saturday) to register after all others in the que have picked their area.

Those Exhibitors who do not email their request to participate by February 15th but then decide to participate in the selection process on February 25th will be allowed to participate on a first come – first served basis later in the day on the 25th or on the morning of the 26th after all scheduled exhibitors have completed their registrations. Those using this first come – first serve basis at the end of the day will not receive any consideration for past financial support provided. Sign-up will be at the exhibitor registration desk starting Wednesday February 23rd.

All other exhibitors who do not choose to participate in this early registration process on February 25th must wait and register on a first come – first serve basis on the VFCA website starting about mid-March.

If you have any questions don't hesitate to contact me at exhibits@vfca.us.

Floyd

Floyd Greene, Exhibits Chair