

VENDOR REGISTRATION INFORMATION

REGISTRATION NOW OPEN!

Vendor Registration

Fee: \$ 45 per table

Registration includes:

- Skirted Tables – (\$45 ea) – 6 ' long x 30" wide x 30" high
- 4.5 hours of "Vendor Time" during registration, lunch and breaks on Saturday, 27 March 2010
- Booth in 5000sf Exhibit Area (Atrium of Marriott Fairfax at Fair Oaks)
- One Conference Registration per Vendor, includes Friday evening lecture
- Electricity (no hook-up charge, indicate requirement on form and bring your own extension cord)
- Vendor description and link to your web site from www.fxgs.org
- Conference & Expo listings on Genealogy Web sites and in Genealogy Magazines
- Wi Fi available (add'l on-site fee to hotel- indicate requirement on form)

Pre-registration: We must receive your check by 22 March 2010 to insure pre-registration. Contact Gordon Erickson at conference@fxgs.org to make other arrangements.

Refunds: There will be no refunds after 4 March 2010.

Payment Method: Make checks payable to **Fairfax Genealogical Society**.

By Mail: Check only. Do not send cash in the mail.

At FxGS meetings and events: Check or cash.

Walk Ins: Check or cash. Space may not be available. \$15 late fee.

On-Line: Not available.

Credit Card: We cannot process credit card payments.

Paying By Mail: Make checks payable to **Fairfax Genealogical Society** and mail both check and registration form to:

Fairfax Genealogical Society

Attn: Vendor Chair

P.O. Box 2290

Merrifield, VA 22116-2290

Registration Confirmation: If you do not receive confirmation within three weeks of mailing your check or by 22 March 2010 at the latest, contact both the Conference Chair, Gordon Erickson at conference@fxgs.org and the webmaster at webmaster@fxgs.org.

Registration Form

Downloadable Form: Download the registration form at www.fxgs.org/Conf2010_VenRegForm.pdf

Printed Form: To request a printed form, email the Conference Chair, Gordon Erickson at conference@fxgs.org or the webmaster at webmaster@fxgs.org. Include your name, mailing address and number of copies.

Conference Check-In:

Check-In: Vendors must check-in at the Vendor Station to pick up name tags, other material, last minute information, and, if needed, help on Saturday. Vendors may also check-in, but not set up, on Friday from 4:30-6:30pm.

Name Tags: Session attendees must wear their name tag to be admitted to the sessions. The vendor area, however, is open to all.

Help: There will be limited volunteer help to assist you in unloading and loading your vehicle and moving your goods. This is at your own risk. Let Gordon Erickson know ahead of time if possible.

Schedule:

Check-in and Set-up: Opens at 6:30am on Saturday. Set-up must be completed by 8:00am when general registration opens. There is no Friday set-up as the hotel will be setting up the exhibit area then.

Tear Down: Tear down can begin at 3:30pm when the last session begins. The exhibit hall must be vacated by 5:30pm.

Volunteers: We will try to have volunteers available to secure your table so you may take a short break. Let Gordon Erickson know ahead of time if possible.

Sales Tax: Virginia has a 5% sales tax. If you are from out of state, we can arrange to pay the tax using the FXGS tax number. Email the Conference Chair, Gordon Erickson at conference@fxgs.org to make arrangements.

Syllabus: Vendor contact information will be published in the conference syllabus. If you wish to place an ad, see the Syllabus Advertising page.

Door Prizes: Door prizes are optional. Attendees will be given tickets to deposit in a bag (furnished) at your table during the morning and lunch breaks. They will be instructed to come by during the last break to see if they have won.

Accessibility

You will not need to use either stairs or elevators to get into the hotel or once inside.

The parking lots are right next to both the front and rear hotel entrances and on the same level. Vendors should use the rear lot as it is closer to the exhibit hall.

Once inside, all events – classrooms, Genealogy Expo, restrooms, coffee shop and restaurant – are on the ground floor and in close proximity.

Attendees must transit the exhibit hall to change classrooms, go to lunch or Starbucks, or use the restrooms.

Starbucks Coffee will be available at the 'The Market' in the hotel at 6:30am.

Lunch is at the conference venue, Fairfax Marriott or at Fair Oaks Mall

There is a two hour lunch break, 11:45 – 1:45. This will allow attendees time to eat and shop at the Genealogy Expo.

Although lunch is 'on your own', we have made arrangements with the Marriott's Oak Grille for a buffet soup and sandwich lunch which will also have vegetarian items. You may also order off the restaurant menu.

There will also be sufficient time to cross the parking lot to the Fair Oaks Mall which has several restaurants and a food court.

If the line is long for the buffet, attendees have been requested to visit the vendors until the line shortens.

We will try to make arrangements with the hotel for a 'take-out' from the restaurant before the lunch break. Let Gordon Erickson know ahead of time if possible.

Overnight Accommodations:

We have arranged a special conference rate of \$69 per night, single or double for the weekend, plus tax.

Ask for the Fairfax Genealogical Society rate. Call the Fairfax Marriott at 703-352-2525 to make a room reservation. See the '[Conference Venue](#)' page for more information.

Please let the Conference Chair, Gordon Erickson at conference@fxgs.org know if you stay at the hotel, whether or not you use the conference rate, so we can inform the hotel of the total number of room nights the conference generated. This helps us negotiate the room rate for next year.