



August 21, 2020

Dear Vendor:

The Virginia Association for Adult & Continuing Education (VAACE) is excited to announce that the 2020 VAACE Conference is Going Live! **Adult Ed Works: Opportunities in a Virtual World!** will be held October 26 – 29, 2020.

The VAACE Board is planning an informative, affordable, fun, safe and accessible conference. The conference committee is busy seeking workshop proposals that target remote learning, IETs, learner retention, outreach, advocacy, and more. The Board feels sure that a virtual conference will attract a high turnout among Virginia adult educators as well as participants from other states. As always, we consider you an essential partner in this endeavor. We know your company provides high quality materials for both the instruction of adult students and for adult education professionals. Thus, we are pleased to extend this invitation to you to exhibit at the conference.

During this four-day event, we have set aside specific times each day for you to showcase your products and demonstrate how they can be used throughout the adult educational world. Instead of doing door prizes this year, we are planning to offer one prize that participants will have a chance of winning by attending at least 5 of the 7 vendor showcases.

Schedule-at-a-Glance

Monday, October 26, 2020

11:00am-12:00pm Opening Session- Keynote
1:00pm-2:15pm Breakout Session #1
2:15pm-2:45pm Vendor Showcase
2:45pm-4:00pm Breakout Session #2

Wednesday, October 28, 2020

12:30pm-1:00pm Vendor Showcase
1:00pm-2:15pm Breakout Session #5
2:15pm-2:45pm Vendor Showcase
2:45pm-4:00pm Breakout Session #6
4:00pm-5:30pm Happy Hour Trivia/ Networking

Tuesday, October 27, 2020

8:30am-9:00am Vendor Showcase
8:30am-8:50am VAACE Business Meeting
9:00am-10:15am Breakout Session #3
10:15am-10:45am Vendor Showcase
10:45am-12:00pm Breakout Session #4

Thursday, October 29, 2020

8:30am-9:00am Vendor Showcase
9:00am-10:15am Breakout Session #7
10:15am-10:45am Vendor Showcase
10:45am-12:00pm Breakout Session #8
12:15pm-1:30pm Awards Ceremony/Close Conference

We will be using CANVAS as the virtual platform and encourage vendors to participate in virtual training workshops that will be offered prior to conference (dates and times TBD). This will allow you the opportunity to familiarize yourself with CANVAS and design your showcase in a manner that will enable you to maximize the benefits of this platform.

I know you may have programs and products you want to discuss with us, so please submit a workshop proposal by clicking on this link: [Vendor Workshop Session Proposal](#). Contact Rachel Ambrose at Rachel.Ambrose@nn.k12.va.us with questions about Vendor Workshop proposals.

The **deadline for registering and paying for the conference is Friday, October 2, 2020**. A vendor reservation form is attached. You may pay online at paypal.me/VAACE2018 (this is the correct link although the date states 2018) or mail your payment. Make checks out to VAACE & send to 6120 North Danford Street, Fredericksburg, VA 22407. **Whether you pay on-line or by mail, please send me your Reservation to Exhibit form by October 2nd.**

Please indicate on your reservation form whether or not you are willing to help sponsor an activity. This is a big event for VAACE. Your sponsorship will help alleviate the cost of the conference and encourage greater attendance. We have highlighted specific activities you may help to sponsor or you may donate to general expenses. You will be recognized for your donation through banners being displayed throughout the activity and conference.

If you have questions, please contact me at kparrish@waynesboro.k12.va.us.

Sincerely yours,
Katharine Parrish



RESERVATION TO EXHIBIT

2020 VAACE CONFERENCE

OCTOBER 26 – 29, 2020

Adult Ed Works: Opportunities in a Virtual World

Vendor/Company

Address

Telephone

Fax

E-mail

I accept your invitation to exhibit at the 2020 VAACE Conference on:

October 26 –29

Cost: **\$250**

I understand that VAACE relies on the generous support of its vendors; I would like to help provide (check all that apply):

Awards Ceremony (Thursday): **\$300.00**

Happy Hour/Trivia (Wednesday): **\$300.00**

Other monetary donation (general materials/supplies, CANVAS) \$

TOTAL Fees/Donations Enclosed \$

Please return this form to kparrish@waynesboro.k12.va.us no later than **Friday, October 2, 2020**.

Please make on-line payment to paypal.me/VAACE2018 or make checks payable to “VAACE” and mail to:

Betsy Mathias, Treasurer
6120 North Danford Street
Fredericksburg, VA 22407

Workshop Proposal Submission

Please click here [Vendor Workshop Session Proposal](#) to submit a workshop proposal.