



August 13, 2021

Dear Vendor:

The **Virginia Association for Adult & Continuing Education (VAACE)** is excited to announce that the 2021 VAACE Virtual Conference will be held October 25 – 28, 2021.

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 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. This year we will also randomly assign vendors to a workshop during breakout sessions. This assignment will allow you the opportunity to speak for the **first 5 minutes** of the workshop session in order to reach a wider audience and drive interested participants to your showcase.

Schedule-at-a-Glance

Monday, October 25, 2021

10:45am-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 27, 2021

**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 26, 2021

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 28, 2021

**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

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](mailto:Rachel.Ambrose@nn.k12.va.us) with questions about Vendor Workshop proposals.

The **deadline for registering and paying for the conference is Friday, October 1, 2021**. A vendor reservation form is attached. You may pay online at [paypal.me/VAACE2018](https://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 1st.**

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](mailto:kparrish@waynesboro.k12.va.us).

Sincerely yours,  
Katharine Parrish



**RESERVATION TO EXHIBIT**

2021 VAACE CONFERENCE

OCTOBER 25 – 28, 2021

*Adult Ed Works: Opportunities in a Hybrid World*

**Company/Vendor Name**

**Address**

**Telephone**

**Fax**

**E-mail**

I accept your invitation to exhibit at the 2021 VAACE Conference on:

October 25 –28

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](mailto:kparrish@waynesboro.k12.va.us) no later than **Friday, October 1, 2021**.

Please make on-line payment to [paypal.me/VAACE2018](https://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.