



September 8, 2022

Dear Vendor:

The **Virginia Association for Adult & Continuing Education (VAACE)** is excited to announce that the 2022 VAACE Virtual Conference will be held October 24 – 27, 2022.

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, professional development, 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. VAACE will also randomly assign vendors, who opt-in to take advantage of this opportunity, to a workshop during breakout sessions. This assignment will allow you the chance 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 24, 2022

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 26, 2022

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 25, 2022

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 27, 2022

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 Shaketta Thomas at sthomastucker@gmail.com with any questions regarding Vendor Workshop proposals.

The **deadline for registering and paying for the conference is Monday, October 3, 2022**. 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 3rd.**

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

2022 VAACE CONFERENCE

OCTOBER 24 – 27, 2022

Staying Connected with Adult Education

Company/Vendor Name

Address

Telephone

Fax

E-mail

I accept your invitation to exhibit at the 2022 VAACE Conference on:

October 24 –27

Cost: **\$250**

I would like to opt-in for the opportunity to speak for the first five minutes of a workshop session.

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 **Monday, October 3, 2022**.

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.