

*West Virginia Cemetery & Funeral Association's*

# 2024 ANNUAL CONVENTION

## TRADE SHOW & SPONSORSHIP PROSPECTUS



**JULY 25 - 27, 2024**

**FOUR POINTS BY SHERATON  
CHARLESTON, WV**



West  
Virginia

Cemetery & Funeral Association

[www.wvcfa.org](http://www.wvcfa.org)

**QUESTIONS? CONTACT THE WVCFA OFFICE:**

PH: 304.342.3769    [office@wvcsi.com](mailto:office@wvcsi.com)

# WHY EXHIBIT?

## **So, you may be asking, "Why should my company exhibit?"**

Your exhibit booth rental fee provides your company's representatives with exclusive admission to the exhibit hall and exhibit functions, as well as all convention education sessions. In addition, it includes:



### **Attendee Contact List**

*Exhibitors receive a list of all registered attendees with contact information as part of their booth fee. Two weeks prior to the convention, the WVCFA will email an electronic Excel file to all you to conduct promotional mailings to those who have pre-registered. On-site, you will receive a copy of the updated Excel file for your post-convention mailings.*



### **Food and Beverage Service**

*The WVCFA provides food and beverage service throughout all exhibit hall functions to encourage attendees to stay in the exhibit hall and visit each booth. Exhibitors often ask whether they are welcome to this break service as well. Yes, you are more than welcome - Please enjoy!*



### **Listing in WVCFA Newslines**

*Your company will be highlighted in a special section of the Fall 2024 WVCFA Newslines. Please note that you must submit your exhibit application by August 1, 2024 for inclusion in this newsletter.*



### **Registration for Exhibitor Representatives**

*Your company will receive (2) complimentary registrations per exhibit booth purchased. Registrations include admission to the exhibit hall and all convention functions.*



### **Listing on the WVCFA Website**

*Your company will be included in our exhibitor listing on the WVCFA website, including a link to your company's website.*



### **Exhibit Booth Assignments**

*The WVCFA assigns exhibit booths by the date each exhibitor application is received. Our goal is to separate competing companies to the best of our ability. The WVCFA will have the final say in all exhibit booth placements.*

# EXHIBIT BOOTH APPLICATION

## Exhibit Booth Space Application & Contract:

Exhibiting Company Name

Mailing Address

Phone

Email Address

Main Contact for Exhibit Company

## Person Responsible for Making Exhibit Booth Selection & Exhibit Contact

*The following person will serve as the authorized representative of the company listed above regarding the 2024 WVCFA Annual Convention. This person will receive all exhibit-related material and emails regarding exhibitors.*

Name of Authorized Representative

Email Address

Phone

Signature of Authorized Representative

## Exhibit Booth Fees

*Exhibit Booth application is to be accompanied by non-refundable exhibit fee. All exhibit booth assignments are assigned by the date each exhibitor application is received.*

# of 6 foot table exhibit booths: \_\_\_\_\_ x \$350.00 each = \$\_\_\_\_\_

Total cost of Exhibit Space: \$\_\_\_\_\_

## Payment Information

\_\_\_\_\_ Check (Made payable to WVCFA)

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ AMEX

Credit Card Number

Exp. Date

CV Code

Billing Zip Code

Name on Credit Card

Email Address for Receipt

## FOR WVCFA OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Booth Number Assigned: \_\_\_\_\_

# SPONSORSHIP APPLICATION

## Sponsorship Application & Contract:

**Deadline for Sponsorships: July 1, 2024**

Exhibiting Company Name

Mailing Address

Phone

Email Address

Main Contact for Sponsorship

## Person Responsible for Sponsorship Contract

*The following person will serve as the authorized representative of the company listed above regarding the 2024 WVCFA Annual Convention. This person will receive all sponsorship-related material and emails regarding sponsorships.*

Name of Authorized Representative

Email Address

Phone

Signature of Authorized Representative

## Sponsorship Fee:

*Please chose the applicable sponsorship fee that your company wishes to sponsor.*

Individual Sponsor:  Coffee Break Sponsor (  \$500 full day  \$250 half)  Lunch Sponsor (\$1,000)  
 Full Page Program Ad Sponsor (\$300)  Half Page Program Ad Sponsor (\$150)

## Payment Information

Check (Made payable to WVCFA)  Visa  MasterCard  Discover  AMEX

Credit Card Number

Exp. Date

CV Code

Billing Zip Code

Name on Credit Card

Email Address for Receipt

## FOR WVCFA OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Booth Number Assigned: \_\_\_\_\_

# EXHIBIT BOOTH CONTRACT

## **Exhibit Hall Specifications:**

This exhibitor prospectus is part of the exhibit booth space application and contract for the 2024 WVCFA Annual Convention. Each exhibitor agrees to meet any applicable requirements of the federal, state and municipal governments, police and fire departments of the city and the management of the building, and to obtain and pay for all necessary permits and licenses, should any be required for the display of your exhibit. Each exhibitor shall be responsible for collecting and/or paying all applicable local, state and federal taxes.

**LOCATION:** Four Points by Sheraton 600 Kanahwa Blvd. East, Charleston, WV 25301.

**DISMANTLING:** All exhibits must be removed from the exhibit hall by the exhibiting company at its own expense no later than 6:00 PM on Saturday, July 27, 2024. If an exhibitor fails to remove its exhibit on this day, the WVCFA and Four Points is not responsible for any damage, shipping, or storage of said exhibit.

**SHIPPING INSTRUCTIONS:** No exhibitor material will be accepted by Four Points or by the WVCFA, nor will the WVCFA assume responsibility for loss of or damage to goods consigned or shipped to it. All goods must be plainly marked with the exhibitor's name and assigned booth number. Under no circumstances will goods be accepted on which there are charges due.

**TRAVEL AND ACCOMODATIONS:** Our host hotel is The Four Points by Sheraton. The WVCFA has obtained a discounted room rate starting at \$129 per night plus taxes for convention attendees and exhibitors. To reserve your hotel room, please contact Four Points at 1-800-368-7764. A first night non-refundable deposit will be charged at the time of booking. The cut-off date for making hotel room reservations is June 25, 2024. Please make your hotel room reservations early to avoid the room block to sell out or not be available. Please remember to identify yourself as a WVCFA attendee to obtain the discounted room rate.

## **To Submit Exhibit Registration:**

### **PLEASE MAIL THIS FORM WITH PAYMENT TO:**

West Virginia Cemetery & Funeral Association  
18 California Avenue, Charleston, WV 25311

**OR FAX FORM TO:** 304.343.4251

**OR SCAN AND EMAIL FORM TO:** [office@wvcsi.com](mailto:office@wvcsi.com)



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Virginia

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**18 California Avenue  
Charleston, WV 25311  
PH: 304.342.3769**

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# Join Us!

## **2024 WVCFA Annual Conference**

# July 25th - 27th

**Four Points by Sheraton**

**Charleston, WV**



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