



Capital Area Purchasing Association
PO Box 26821
Richmond, VA 23261
www.capavirginia.org
EIN# 54-2029932

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2015 CAPA Fall Conference and Vendor Exposition

DOOR PRIZE & DONATION REQUEST

The Capital Area Purchasing Association (CAPA) will be hosting our annual Fall Conference and Vendor Exposition on Friday, September 11, 2015. This Conference will provide an opportunity for your company to attract or increase visibility for your business from procurement professionals of various State and Local Government Agencies, Public Schools, Healthcare Professions, Higher Education, and many other entities throughout the Commonwealth of Virginia.

CAPA was chartered in 1976 and currently boasts a membership in excess of 250+ current, retired and student members and an array of non-member affiliate procurement professionals throughout the Commonwealth of Virginia. One of CAPA's main objectives is to establish cooperative relationships among procurement individuals for the development of efficient and effective purchasing methods and practices in the field of educational, governmental and public institutional procurement. The Fall Conference is designed to promote, educate and maintain Purchasing Professionalism and proficiency in the field of public sector purchasing and material management. This is also an opportunity for CAPA members and guests to meet with vendors one on one.

Participation at our Fall Conference is expected to reach approximately 150+ professionals, which includes the vendor exposition that showcases local, Micro and Small, Women and Minority (SWaM) Businesses, Contract and Non-Contract Vendors and nationally-recognized companies.

In an effort to celebrate the hard work and dedication of our procurement professionals, CAPA is respectfully requesting a donation of any monetary value to provide as door prizes to the participants of this Conference. Your contribution will be publicly acknowledged as follows:

1. Items given up to \$100 in collective value
 - ❖ Podium acknowledgment day of the event during closing remarks
 - ❖ Company Logo listed on the CAPA Event page
(This is also linked to Facebook, Instagram, Twitter and other Organizations).
2. Items given \$100 or greater in collective value
 - ❖ Podium acknowledgment day of the event during closing remarks
 - ❖ A Mission Statement, Logo and Company Link on the CAPA Event page
(This is also linked to Facebook, Instagram, Twitter and other Organizations).

For other Sponsorship Opportunities available, see our Sponsorship Information Form attached to this document and is also posted on www.capavirginia.org.

To make a Donation, contact, Betsy Bratton by phone at 804-367-0544 or email to all members of the committee at fcdoorprizes@capavirginia.org. Please arrange pick-up or delivery on or before Friday, August 28th, 2015. Attached is a form to provide a description of your donation, value and your company information.

Donations are tax deductible. Contact us for any questions or concerns.

Thank you in advance for your generosity.

Respectfully,
2015 Fall Conference Door Prize & Donation Committee





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2015 CAPA Fall Conference and Vendor Exposition

Door Prize - Donation Form

Please complete the information below:

Donor Information:

Company Name: _____ Last (4) of EIN: _____

Company Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Web Site: _____ Email: _____

Donation Information:

Goods or Services Estimated Value: _____

Description: _____

Fill in this donation form and contact the Fall Conference Door Prize Committee to arrange pick-up or for delivery information with Betsy Bratton by phone (804) 367-0544 or by email fcdoorprizes@capavirginia.org.

PLEASE ARRANGE PICK-UP OR DELIVERY ON OR BEFORE FRIDAY, AUGUST 28TH, 2015.

For other Sponsorship opportunities see attached documents or visit www.capavirginia.org and click on the Sponsorship tab for more detailed information. Opportunities include Sponsoring a CAPA Business Meeting, the 2015 CAPA Fall Conference, the CAPA Awards December Meeting or Website Visibility. Or Email us at sponsorship@capavirginia.org. For more information.

**2015 CAPA Fall Conference
 Donation & Door Prize Form**



2015 CAPA Fall Conference and Vendor Exposition

Friday September 11, 2015

The Cultural Arts Center at Glen Allen

2880 Mountain Rd, Glen Allen, VA 23060

The Capital Area Purchasing Association (CAPA) will be hosting our annual 2015 Fall Conference and Vendor Exposition on Friday, September 11, 2015 located at The Cultural Arts Center at Glen Allen. Participation at our Fall Conference is expected to reach approximately 150+ purchasing professionals, which includes the vendor exposition that showcases the Vendors. This Conference will provide an opportunity for your company to attract or increase visibility for your business from the procurement professionals attending this event. This year there will be six (6) levels of sponsorship available and information about additional sponsorship opportunities throughout the year. Due to limited spots, Exhibitor Spaces are available to the first twenty (20) paid registrations. The attached Sponsorship Benefit Information Page will detail the benefits and prices for each package and the payment registration form is below; this information will also be posted on our website www.capavirginia.org.

Please Mail completed registration form & check or money order made payable to CAPA to:



Capitalizing Purchasing Professionals

Capital Area Purchasing Association (CAPA)

PO Box 26821

Richmond, VA 23261

www.capavirginia.org

EIN# 54-2029932

(DEADLINE 5PM AUGUST 28, 2015)

Or to Pay by Credit Card, Please call (804) 674-6720, Melissa McArthur, CAPA Secretary.

Exhibitor Registration Information:

Exhibitor Company Name:	Last four of EIN:	
Exhibitor Company Contact:	Title:	
Address:		
City:	State:	Zip:
Telephone:	Fax:	
Web Site:	Email:	
Goods or Services to be Exhibited:		
Name Badge: Name:	Title:	
Name:	Title:	

Exhibitor Sponsorship Options: See attached page for Sponsorship Benefit Descriptions

<input type="checkbox"/> Title Sponsor (Platinum)	@ \$2,000.00 each =	_____
<input type="checkbox"/> Vendor Expo (Gold)	@ \$1,500.00 each =	_____
<input type="checkbox"/> Meal-Break Sponsor (Silver)	@ \$750.00 each =	_____
<input type="checkbox"/> Breakout Session Sponsor (Bronze)	@ \$500.00 each =	_____
<input type="checkbox"/> Educational Sponsor (Brass)	@ \$300.00 each =	_____
<input type="checkbox"/> Donator-Supporter (Copper)	Total Value Donation \$	_____
<input type="checkbox"/> Additional Lunch Ticket(s)(Expo Lunch Only) Qty	@ \$25.00 each= \$	_____
<input type="checkbox"/> Additional Conference Ticket(s) (All Day w/Lunch) Qty	@ \$85.00 each= \$	_____
Name Badge for Additional Person(s):	_____	Title: _____
Name Badge for Additional Person(s):	_____	Title: _____

TOTAL DUE: _____ \$ _____

Need Electricity: Yes No

(Please let us know if you will need electrical outlet when registering, it is a first come basis, few spaces electrical is not available)



2015 CAPA Fall Conference and Exposition Conference

September 11, 2015 Glen Allen, Virginia

All Sponsors will receive the following:

- Exhibitor Space w/6Ft x 2Ft Table w/Tablecloth (Table Top Presentations Recommended) and Chair(s),
- Limited Electricity Available (first reserved basis, not all spaces will have an outlet available),
- Company Signage on Tables,
- Company Logo Posted on CAPA Website Event Page (Linked to Facebook, Instagram, Twitter & Other Organizations Sites),
- Vendor Educational Class Provided,
- 1 Lunch Ticket (w/exception of the Title and Expo Sponsors).

* Additional Lunch or All Day Conference Tickets may be Purchased during Registration (Tickets Will Not Be Available Day of Event),

** Vendors have the Opportunity to have Company Materials Placed in Conference Bags if it is received by August 28, 2015.

* Arrival Time Begins: 6:30AM, Registrants will be allowed to walk through exhibit between 7-8:00am, Last Expo Break is scheduled from 2:45- 3:00PM, In total there are (4) Expo Times Scheduled and (1) Class for the Vendors.

* The Gumenick Family Art Gallery (separate from the Dogwood Salon) will have the most traffic throughout the day as this is the main thoroughfare to and from classes.

*Schedule may be subject to change without notice.

Platinum (\$2,000)

Conference Title Sponsor(s)

- Title Sponsor of CAPA Conference
- (2) Tickets to Luncheon
- Company Rep Picture and Business Card, Short Bio w/Mission Statement (3-4 Paragraphs) and Link on Sponsor Page, Linked Static Logo on CAPA Event Page & Rotating Logo on Home Page up to 15 Months
- Handout Company Information Entire Conference
- Premium Space in the Gumenick Gallery
- Podium Recognition All Day
- Opportunity to Speak (2-3 Minutes) or Introduce a Speaker

Gold (\$1,500)

Vendor Exposition Sponsor(s)

- Exposition Sponsor of CAPA Conference
- (2) Tickets to Luncheon
- Company Rep Picture and Business Card, Short Bio w/Mission Statement (3-4 Paragraphs) and Link on Sponsor Page, Linked Static Logo on CAPA Event Page & Rotating Logo on Home Page Until 3/31/2016
- Handout Company Information Entire Conference
- Premium Space in the Gumenick Gallery
- Podium Recognition All Day
- Opportunity to Speak (2-3 Minutes) or Introduce a Speaker

Silver (\$750)

Meal & Break Sponsor(s)

- Meal & Break Sponsor of CAPA Conference
- (1) Ticket to Luncheon
- Company Rep Picture or Business Card, Mission Statement (2-3 Sentences) and Link on Sponsor Page, Linked Static Logo on CAPA Event Page & Rotating Logo on Home Page Until 3/31/2016
- Hand out Company Information During Lunch and Breaks
- Premium Space in the Gumenick Gallery
- Podium Recognition Before or After Breaks and Lunch
- Opportunity to Introduce a Speaker

Bronze (\$500)

Breakout Session Sponsor(s)

- Breakout Sponsor of CAPA Conference
- (1) Ticket to Luncheon
- Space will be located in the Dogwood Salon
- Company Rep Picture or Business Card, Mission Statement (2-3 Sentences) and Link on Sponsor Page, Linked Static Logo on CAPA Event Page & Rotating Logo on Home Page Until 3/31/2016
- Recognition Before Sessions and During Last Session Meeting of the Day

Brass (\$300)

Education Sponsor(s)

- Education Sponsor of CAPA Conference
- (1) Ticket to Luncheon
- Space will be Located in the Dogwood Salon
- Company Rep Picture or Business Card, Link on Sponsor Page, Linked Static Logo on CAPA Event Page & Rotating Logo on Home Page Until 3/31/2016
- Recognition Before Classes and During Last Session Meeting of the Day

Copper (\$'s or Materials)

Hospitality Sponsor(s) or Supporter(s)

- Donation Sponsor of CAPA Conference
- Donations are Tax Deductible See Donation Memo and Form for More Information
- Company Linked Static Logo Posted on CAPA Sponsor Page (Length of Post Depends on Value of Donation)
- Recognition During Last Session Meeting of the Day



Other CAPA Sponsorship Opportunities:

Held at the Embassy Suites 2925 Emerywood Pkwy, Richmond, VA 23294

2015 CAPA Awards and Networking Event-December 4, 2015

CAPA Award Sponsor(s) \$300.00 Limited to 4 Sponsors- Venue from 12:00-4:30pm

This is the last Business Meeting of the year for the CAPA members. The meeting is a December Networking Event set in a smaller atmosphere with the members. Awards will be presented to selected candidates and corporate partners. We will also enjoy a full buffet meal, a motivational speaker and entertainment will be provided. Sponsors will be recognized and have an opportunity to speak (2-3) minutes about their company, products or services. Tables will be provided for sponsors company materials. Cost covers (1) Rep (additional Reps \$20 each). Company Logo and Rep Picture or Business Card, Mission Statement(1-2 Sentences) and Link posted on sponsor page for 1 month (30 days) and be listed on the calendar meeting page leading up to event.

CAPA Award Title Sponsor \$800.00 Limited to 1 Sponsor-Venue from 12:00-4:30pm *

***NOTE: (The title vendor spot has been reserved for December 4, 2015, this is not available).**

Our Corporate Sponsors throughout this past year will be acknowledged during this meeting. The Title Sponsor of this event will also be recognized and have an opportunity to speak (10) minutes to the attendees about their company, products or services. We will also enjoy a full buffet meal, a motivational speaker and entertainment will be provided. A separate Table will be provided for the Title Sponsor's company materials. Cost will cover (2) Reps (additional Reps \$20 each). Company Logo and Rep Picture or Company Picture and Business Card, Mission Statement (1-2 Sentences), Short Bio (3-4 Paragraphs) and Link posted on sponsor page until June 30, 2016 and be listed on the calendar meeting page leading up to event.

2015 November Meeting, Future Dates into January-June and October-November 2016 Available

CAPA Business Meeting Sponsor \$200 Limited 1 Sponsor Per Meeting- Venue from 12:00-1:30pm

The Business Meetings are held monthly except for July-September, this is where CAPA members come together to plan, educate, go over Budgets and other organizational agenda. Sponsor will have opportunity to speak (2-3) minutes at the beginning of meeting to the attendees about their company, products or services. The sponsor will enjoy a full buffet meal, a motivational speaker and a table will be provided for company materials. (Only CAPA members will be allowed while discussing Business matters during meeting). Cost covers (1) Rep (additional Reps \$20 each). Company Logo and Rep Picture or Business Card, Mission statement (1-2 Sentences) and Link posted on sponsor page for 1 month (30 days) and be listed on the calendar meeting page leading up to event.

CAPA Website Sponsor

CAPA Website Sponsor(s) \$100 Per Month- 30 Days (Linked to Facebook, Instagram, Twitter & Other Organizations Sites)

Company Logo and Rep Picture or Business Card, Mission statement (1-2 Sentences) and Link on sponsor page for 1 month (30 days).

***For more information, or to register for these opportunities,**

Please contact CAPA @ sponsorship@capavirginia.org or go to www.capavirginia.org.