



2017 Annual Convention Registration Form

Charleston Civic Center and Charleston Marriott , January 13-14, 2017

CANCELLATION POLICY: DUE TO COMMITMENTS WITH THE CIVIC CENTER, THE ASSOCIATION HAS A NO REFUND POLICY

REGISTRATION IF COMPLETED BY DECEMBER 10:

\$100 Delegate and Guest Registration (per person)

Each person receives a Pageant Ticket with their Registration

\$15 Educational Lunch sponsored by WV Dept. of Ag. 1/14/17

Please note: One (1) person from each Fair or Festival will receive a complimentary ticket to the Educational Luncheon sponsored by the West Virginia Department of Agriculture and you must be registered for convention to attend luncheon

\$25 Additional Saturday night pageant ticket

For those not registering for the \$100 Delegate and Guest Registration

REGISTRATION IF COMPLETED AFTER DECEMBER 10:

\$115 Delegate and Guest Registration (per person)

Each person receives a Pageant Ticket with their Registration

\$15 Educational Lunch sponsored by WV Dept. of Ag. 1/14/17

Please note: One (1) person from each Fair or Festival will receive a complimentary ticket to the Educational Luncheon sponsored by the West Virginia Department of Agriculture and you must be registered for convention to attend luncheon

\$25 Additional Saturday night pageant ticket

For those not registering for the \$100 Delegate and Guest Registration

Basic Information

Your badges for the weekend will be printed using the information you supply below

Person Completing this Form

Phone Number

Person picking up tickets for group

Phone Number

Address of Person Completing this Form

Fair/Festival/Business Name

Email Address

Fax number (if applicable)

Complete Name of Delegate or
Guest 1

Email 1

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or
Guest 2

Email

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or Guest 3

Email

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or Guest 4

Email

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or Guest 5

Email

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or Guest 6

Email

Please select all that apply below

- Voting Delegate
 - Alternate Voting Delegate
 - Guest
 - Special Dietary Needs
 - Handicap Seating For Saturday
-

Complete Name of Delegate or Guest 7

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complete Name of Delegate or Guest 8

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest

Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 9

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 10

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 11

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 12

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complete Name of Delegate or Guest 13

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complete Name of Delegate or Guest 14

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complete Name of Delegate or Guest 15

Email

Please select all that apply below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complete Name of Delegate or

Guest 16

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 17

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 18

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs
Handicap Seating For Saturday

Complete Name of Delegate or
Guest 19

Email

Please select all that apply
below

Voting Delegate
Alternate Voting Delegate
Guest
Special Dietary Needs

Handicap Seating For Saturday

Complete Name of Delegate or
Guest 20

Email

Please select all that apply
below

- Voting Delegate
- Alternate Voting Delegate
- Guest
- Special Dietary Needs
- Handicap Seating For Saturday

Complimentary Luncheon Ticket

Please note: One (1) person from each Fair or Festival will receive a complimentary ticket to the Educational Luncheon sponsored by the West Virginia Department of Agriculture .

Please enter the name of that
individual here

2017 Convention Lodging Information

Charleston Marriott Town Center

Use Reservation Code - AFF
200 Lee Street East
Charleston, WV 25301
304.345.6500
\$105 + 13% Tax + \$12 Parking
Reservation Due Date - December 6, 2016

Holiday Inn Express

Use Reservation Code - FAF
100 Civic Center Drive
Charleston, WV 25301
304.345.0600
\$99 +13% Tax
Reservation Due Date - December 15, 2016

Embassy Suites Hotel

Use Reservation Code - WFF
300 Court Street
Charleston, WV 25301
304-347-8700
Complimentary Breakfast & Manger's Reception
\$139 (double occupancy, additional adults \$10 per person, per night) +13% Tax + \$12 Parking
(Shuttle Service Available)
Reservation Due Date - December 26, 2016

Note: Each person, with the exception of the queen's contestants, is responsible for making his or her own lodging reservation. A list of hotel room blocks for the convention are provided. Identify your group using the user reservation code to receive the convention rate.

Convention Information and Registration

Fair or Festival Member

Please read all of the information carefully and share with ALL of your event board, your queen, and the queen's family. Enclosed are the forms you will need to register for the WV Association of Fairs & Festivals Convention to be held in Charleston, WV, January 13-14, 2017. The Convention headquarters is the Charleston Marriot and Charleston Civic Center.

Your convention registration packets with all tickets and name badges will be available at the Charleston Civic Center on Friday, January 13 from 11 am—8 pm and Saturday, January 14 from 8 am - 1 pm at the Charleston Marriot. If tickets/packets are not picked up at the times listed, then they will be available at the Charleston Civic Center beginning at 5:30 pm on Saturday, January 14.

Convention Registration

The Convention Registration fee is \$100 per person 8 years or older, postmarked on or before December 10, 2016 after that date the fee increases to \$115 per person. (Note: If you have a child that will need a seat on Saturday evening you must pay the \$100 registration fee regardless of their age.) For those individuals that would like to attend the Saturday evening Queens Pageant and Awards Ceremony only, a \$25 per person seat is available by pre-registration or at the door at the Charleston Civic Center. The Registration area will open at 5:30pm on Saturday evening and tickets can be purchased at that time. General admission tickets will be available at the door for \$25.00 and will not include dinner and will be separate seating from the convention attendees.

Live and Silent Auctions

Please provide an item valued at \$25 or more to be included in the Live Auction on Friday evening or the silent auction. You may bring the item to the registration office at the Civic Center by Friday at 5 pm. The live auction will be in the trade show on Friday evening and bid numbers can be picked up on Friday beginning at 3 pm. A personal check, MasterCard, VISA, Debit Card or cash are all accepted. Winning bidders may take their items with them on Friday evening. (A 3% processing fee will be added to all credit card transactions.)

Annual Business Meeting

Each Fair and Festival should provide a designated **voting delegate** and **alternate voting delegate** for the annual business meeting on Saturday, January 14, 2017. The voting delegate is a registered attendee for the entire convention and should be an event board member or officer.

If your event is hosting a queen contestant in the state pageant **YOU MUST HAVE AT LEAST ONE REGISTERED DELEGATE** at the convention.

Educational Luncheon Sponsored by WV Department of Agriculture

Commissioner of Agriculture Walt Helmick, has sponsored one representative from each registered Fair or Festival to attend the Educational Luncheon and Workshop on Saturday, January 14. Be sure to designate one individual to receive this complimentary luncheon and workshop. Each additional person can purchase a ticket for \$15.

An Evening of Elegance

The 2017 Convention will include an evening of elegance with our pageant finals and a plated dinner. Suggested attire is semi-formal for this event. General admission tickets will be available for \$25.00 either by pre-registration or at the door. This will not include dinner and will be separate seating from the convention attendees.

If you should have any questions please feel free to contact Krista Snodgrass at secretary@wvfairsandfestivals.org. or 888.982.3247.

NOTE - The convention registration fee of \$100 per person includes: *convention registration *queens pageant competitions *

workshops * live & silent auctions * trade show * reception * Semi Formal Dinner * Hospitality room * annual business meeting * live entertainment showcase * virtual showcase * Continental breakfast on Saturday morning * Agriculture luncheon for one representative from each event . Everyone, including parents & relatives of a queen contestant, planning to attend any portion of the convention, trade show or queens pageant must pay the convention registration fee. Saturday "Queen's Pageant only" tickets available for \$25.

Program Book

Ads are currently being accepted for the 2017 West Virginia Association of Fairs & Festivals program book that will be distributed at the annual convention January 13-14, 2017 at the Charleston Civic Center, Charleston, West Virginia.

- Full Page (4 1/2 wide X 7 5/8 tall).....\$125.00
- Half page (4 1/2 wide X 3 3/4 tall).....\$75.00

Ads can and will be adjusted to sizes specified

PLEASE SEND YOUR AD CAMERA READY! Camera Ready is an ad that will be used as submitted with no changes or corrections, printed out on quality paper. If possible, please submit your ad exported PDF formatted file saved as "2017(name of fair/festival ad) to 2017promophoto@wvfairsandfestivals.org.

"Building on the Success of our Past with the Technology of Today!"

We look forward to your participation in the annual convention!

*Ad will not be accepted until full payment is received.

Deadline Reminders

DEADLINE REMINDERS

Queens Registration

Before November 14, 2016 - \$650 - November 14—21, 2016 - \$695

Queen's registration will NOT be accepted after November 21, 2016

Convention Registration

Before December 10, 2016 - \$100 After December 10, 2016 - \$115

Trade Booth

Before December 12, 2016 - \$275 After December 12, 2016 - \$350

Showcase Deadline

November 19, 2016

Program Ads

November 19, 2016

Inside ads are \$125 full page -- \$75 half page

Hall of Fame

November 19, 2016

Communication Awards

November 19, 2016

Please send all correspondence to Krista Snodgrass
WV Association of Fairs & Festivals, PO Box 18505, South Charleston, WV 25303
For UPS, Airborne or FedEx, 4405 Blackwell Street, South Charleston, WV 25309

Payment

Delegate and Guest

Registration

x \$100.00

Educational Lunch

x \$15.00

Additional Saturday night
pageant ticket

x \$25.00

Ads

Full Page

x \$125.00

Half Page

x \$75.00

Layout FEE, IF NOT CAMERA
READY

x \$25.00

Total

Check #

Date Mailed