

**15th Annual Virginia Central Region CSA
Training and Resource Day
Monday, September 26, 2016
REGISTRATION CONFIRMATION**

Thank you for registering for the 15th Annual Virginia Central Region CSA Training and Resource Day on **Monday, September 26, 2016** at the **Chesterfield Career & Technical Center**. We are excited about your participation in what we believe will be our finest event to date! Here are some helpful details:

- 1. SET-UP:** You may set-up between 2:00 p.m. and 4:00 p.m. on Sunday, September 25 or between 7:00 a.m. and 8:00 a.m. on September 26.

- 2. ACCOMODATIONS:** 10 rooms have been reserved in the name Central Virginia Partnership on Youth at the Holiday Inn Express, 5030 W. Village Green Dr., Midlothian, VA 23112. Reservations can be made for \$89.00 plus tax (13%) by calling 1-804-744-7303. This special rate will be valid through 9/10/16, after which time the rooms will be released.

- 3. DISPLAY:** Your vendor display is to be available to the participants for the duration of the event. Many of our participants are traveling long distances for this event and should have access to all of the vendor information, even if they arrive later in the day. You will be provided with a 6' table and two chairs. **You must provide your own table linens. Electrical outlets are available but you must provide your own extension cord.** Wireless internet service is available.

- 4. TRAINING:** Participants will be engaged in a training session. The training is scheduled from 9:30 am until 4 p.m. There are multiple breaks, including lunch, that allow ample opportunity for participants to visit displays throughout the day. You may download the agenda on the CVPY website.

- 5. LUNCH:** Your registration fee includes a continental breakfast and a boxed lunch. Only two representatives are allowed per table, and only two lunch tickets will be provided to each display table. Please keep this under consideration if you have rotating representation.

- 6. DOOR PRIZES:** We are not actively soliciting vendors to bring door prizes; however, we realize that this is a draw for our participants. A CVPY rep will collect door prizes for distribution near the end of the day. Securely tape your agency card to the prize. If there is a designated winner, attach their name to the prize as well. Vendor door prizes and CVPY gift cards will be distributed at the end of the day, at 4 pm. Both drawings will be held in the vendor display area to ensure increased activity.

- 7. THE PARTICIPANTS:** Our expectation is that 500 participants will be registered for this event. Please be mindful that they will be coming from all regions of the state and all sectors of the system including the courts, schools, social service, and mental health systems, CPMT, FAPT teams as well as parents and foster parents. Please bring enough materials for at least 500 people, including your 2016-2017 rate sheets.

- 8. BREAKDOWN:** We respectfully request that all vendors honor our participants by maintaining displays until the conclusion of this event. Please contact Larry Powell at 804-254-9662 or email him at lpowell@umfs.org with any questions or concerns regarding your participation in the CVPY event or if you need to leave earlier than 3:45 pm.