

January 1, 2018

Dear Sir/Madam,

As a partner concerned about the healthy and positive development of our youngest citizens, we **invite you to be a vendor at the 3rd Annual Child Care and Early Childhood Education Business Summit**. This event will be hosted on June 1st, 2018 at the Four Points by Sheraton in Richmond, Virginia.

Child Care Aware® of Virginia (CCAoVA) is a 501(c)(3) nonprofit organization *that strives to increase the accessibility, availability, and quality of child care in Virginia*. We improve child care in Virginia by developing the child care workforce, maintaining comprehensive child care data, empowering families through education, and advocating for Virginia's children.

Our Business Summit has been a huge success the last two years, **drawing and educating over 200 professionals each year**. This year, we plan to offer at least 12 business development training workshops to help child care practitioners meet the challenges and costs related to offering high-quality programs. Our workshops will include topics on risk management, marketing, finance, human resources, staff leadership development, and more!

With your support, we can equip child care providers with the tools for success as they provide quality education, health, and safety to over 395,000 of Virginia's children in child care each day (2015 U.S. Census Bureau).

You can support us by showcasing your products and services at a table in the vendor area of our conference. Vendor tables cost \$200 each. Conference attendees will have the chance to talk to vendors and browse products for their own child care centers during session breaks. Our children, families, and child care professionals thank you for your support!

Sincerely,

Kimberly Brickhouse
Director of Support Services



Child Care Aware® of Virginia Business Summit Vendor Application

Friday, June 1st, 2018

9:00 am to 4:00 pm

Vendor set up starts at 7:00 am

Four Points by Sheraton

9901 Midlothian Turnpike, Richmond, VA 23235

Vendor Fee: **\$200.00 per table** (lunch included)

Spaces are limited to 12 vendors, so reply soon!

The deadline is for applications and payments is **May 1**.

www.va.childcareaware.org

Organization Name: _____

Brief Description of Products and/or Services: _____

Contact Name: _____

Mailing Address: _____

Contact Email: _____

Contact Phone: _____

Payments and applications can be filled out through our [online form](#). Physical applications and checks made payable to **Child Care Aware of Virginia** can be sent to:

Child Care Aware of Virginia
ATTN: Serena Ngho, Support Services Assistant
804 Moorefield Park Drive, Suite 101
Richmond, VA 23225

Please direct any questions to Kimberly Brickhouse at KimberlyB@va.childcareaware.org or 804-285-0846.