



## **WEST VIRGINIA ASSOCIATION FOR PUPIL TRANSPORTATION**

Adam Grygiel, President

P. O Box 47

Matheny, WV 24860

### **M E M O R A N D U M**

TO: School Transportation Conference Exhibitors

FROM: Adam Grygiel, President  
West Virginia Association for Pupil Transportation

RE: 2024 School Transportation Conference

DATE: February 26, 2024

The West Virginia Association for Pupil Transportation wishes to invite you to participate in our 80<sup>th</sup> Annual State School Transportation Conference on July 15 – 18, at Canaan Valley Resort and Conference Center, Davis, West Virginia. Represented at the conference will be transportation directors, supervisors, mechanics, bus operators, and others from the State of West Virginia. You are encouraged to participate in this annual conference by displaying your equipment, school bus parts, supplies, etc. This a great opportunity to make new friends and business contacts.

All vendors who wish to exhibit their products must be registered. The registration fee, which includes some meals, is \$225.00 for each person with an exhibit. The exhibit fee for one space, approximately 4 x 8 feet, with one table and two chairs is \$200.00. If another table is desired, an additional \$200.00 will be charged. A product display in a hospitality room, or any equipment or vehicle displayed outside the Conference Center, will be considered an exhibit and subject to the exhibit fee. Please complete the attached registration confirmation form. Complete the form and make the check payable to the **West Virginia Association for Pupil Transportation (WVAPT), and mail to:**

**Peggy Stone, WVAPT Treasurer**

**P.O. Box 47**

**Matheny, WV 24860**

Exhibits and displays may be set up between 9:00 AM – 12:30 PM and 4:30 PM – 5:30 PM on Monday, July 15<sup>th</sup> and must be removed prior to 4:00 PM on Tuesday, July 16<sup>th</sup>. Exhibits should be set up by 8:15 AM on Tuesday morning, July 16, 2023. The trade show will be open from 8:30 AM – 12:00 PM. Loading, unloading, security and/or handling of exhibits will the responsibility of the exhibitor. **Each exhibitor is responsible for all miscellaneous equipment, such as extension cords, monitor, etc., required to make your exhibit a success. If you do not bring these items with you, you may be charged a fee by Canaan Valley Resort for their use.** Each exhibit location will be assigned based on the

size of the exhibit and special needs. Pre-registration of exhibitors must be received by Peggy Stone on or before July, 1, 2024. Registrations will be accepted after July 1 on a space available basis. Exhibit fee **must** be paid prior to setting up exhibits. Lodging reservations must be made by each vendor. Canaan Valley Resort will only be accepting reservations for the three night of lodging for the duration of the conference. One-night accommodations may be made at **Alpine Lodge Sawmill Restaurant @ 304-259-5245 or The Inn at Canaan @ 304-866-4166**. Each are a 10-minute drive from the Conference Center.

**If you wish to ship your materials for your exhibit ahead of your arrival, ship to:**

Canaan Valley Resort & Conference Center – WVAPT Conference  
230 Main Lodge Road  
Davis, WV 26260

Your company name should also be included on shipping material.

The Canaan Valley Resort & Conference Center will only receive shipments 10 days prior to the conference date.

There are always several fun activities scheduled during our conference. We take this opportunity to promote and raise funds for the Jim Bailey Scholarship Fund. This scholarship was established in memory of Jim Bailey, past Transportation Director of Roane County Schools, to help West Virginia students who attend post-secondary vocational and/or technical programs. Since the inception of this scholarship program in 1999, the number of students to receive assistance has grown from 1 to 12 annually and the amount of the scholarship has increased to \$600.00. The West Virginia Association for Pupil Transportation is able to provide these scholarships through fundraising events such as our annual auction to be held on Wednesday evening at our conference awards dinner. Again, this year, we will be conducting a silent and live auction. If you are unable to bring an item and you wish to make a monetary contribution, it would be greatly appreciated.

Another traditional activity during the conference is our annual golf tournament. If you wish to participate, please return the enclosed entry form with your registration. Green fees and cart fees are your responsibility. Please feel free to contact Jimmy Lacy at 304-348-6616 (ext. 120) or by email at [jlacy@mail.kana.k12.wv.us](mailto:jlacy@mail.kana.k12.wv.us) for additional information. We always allow and encourage vendors to sponsor golf holes for this tournament. These sponsorship signs are displayed in the conference registration area as well as on the course during the tournament. Your support is also acknowledged in the conference program. For \$100.00 you can advertise your support of the scholarship program because all proceeds from the golf tournament will go to the scholarship fund. If you wish to participate in this manner, please complete the attached form and email it to [peggy.stone@k12wv.us](mailto:peggy.stone@k12wv.us) by July 1.

A pre-conference tradition that supports our hard-working technicians/mechanics is our West Virginia's Best Tech/Inspect Competition. This competition takes place on Sunday afternoon and finishes up on Monday morning. Mechanics from around the state participate in this event. Sponsorships of \$300.00 will have their company logo printed on the back the West Virginia's Best Tech/Inspect t-shirt. Which the competitors will wear with pride for years to come. This is great advertisement for your company.

If you are interested in sponsoring this competition please complete the attached form and email it to [peggy.stone@k12.wv.us](mailto:peggy.stone@k12.wv.us) by June 15<sup>th</sup>.

Thank you for your continued support for the West Virginia Association for Pupil Transportation which constantly strives to promote SAFE transportation for children of West Virginia.

AG/pls

## **Trade Show Schedule**

### **Monday, July 15**

**Set up**                      **9:00 AM – 12:30 PM and 4:30 PM – 5:30 PM**

### **Tuesday, July 16**

**Set up**                      **7:00 AM – 8:15 AM**

Full Breakfast at the main conference breakfast area prior to the show.

**Trade Show**              **8:30 AM – 12:00 PM**

**\*All exhibits must be removed by 4:00 PM on Tuesday, July 16<sup>th</sup>.**