



**VENDOR PACKET**

**For the**

**2018 VAPT Conference**

**Sheraton Roanoke &**

**Roanoke Berglund Center**

**(formerly the Roanoke Civic Center)**

**June 17 – 21, 2018**



**President: James Lash**  
**Vice President: Cheryl Fisher**  
**Secretary: Donna Carter**  
**Treasurer: Floyd Miles**  
**Executive Director: June Eanes**  
**Director of Support Services (VDOE): Vijay Ramnarain**  
**<http://www.vapt.org>**

February 19, 2018

TO: Certain Vendors and Manufacturers

FROM: Fred S. Valentine, Chairman, Conference Vendor Displays

The 2018 Virginia Association for Pupil Transportation (VAPT) and the Virginia Department of Education (VDOE) Conference will be held:

**Sunday, June 17 – Thursday, June 21, 2018**  
**Roanoke Sheraton**  
**Hershberger Road, Roanoke, VA**

The trade show will be on **Tuesday, June 19**, from 7 a.m. to 1 p.m. at the Berglund Center (formerly the Roanoke Civic Center). *This conference would not be successful without you and your support! We hope you will take part in this great event.*

Information on the Trade Show is included in this packet. If you have questions, please call Fred Valentine at (804) 399-0998 or Gail Putze at (804) 365-6530.

**Board of Directors**

Gary Adams  
Scott County

John Grubbs  
Frederick County

Valerie Seaborne  
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Heather Handschin  
Spotsylvania County

Mike Stovall  
Roanoke County

Darrin Wills  
Hampton City



**WHAT** – Vendor Trade Show

**WHERE** – Berglund Center (Formerly the Roanoke Civic Center)

**WHEN** – Tuesday, June 19, 2018

**TIMES** – 7 a.m. – 1 p.m.

Shuttles will be provided, beginning at 6:30 am. from the hotel

**Set up – Monday, June 18, 2018**

**Times – 10 a.m. – 5 p.m.**

Booths – 10' x 10' with pipe and drape

Includes a table (6' x 4'), 2 chairs, and wastebasket

Berglund Center floor is not carpeted

**Coordinator – Fred S. Valentine**

**(804) 399-0998**

**P. O. Box 28154, Richmond, VA 23228**

## Sheraton Roanoke HOTEL Information

<b>Making Reservations:</b>	Use Group Code VAPT Direct – (540) 563-9300 Toll Free Number – 800-325-3535 On-line – <a href="http://www.sheraton.com">www.sheraton.com</a> Cut-off date – May 10, 2018
<b>Room Rates:</b>	Single/Double Occupancy                      \$107 Plus state and local taxes
<b>Check-in &amp; Check-out:</b>	Check-in    Any time after 3 p.m. Check-out   12 p.m.
<b>Parking:</b>	Free

## Information on Trade Show

**Internet Connection** – Wireless internet will be provided. If you wish to have wired internet you must contact the Berglund Center. The cost will be \$150.

**Electrical** – Will be provided.

**Shipping of Materials** – Materials may be shipped to the Berglund Center, 710 Williamson Road, Roanoke, VA 24016. Please mark the packages showing the event and the date of the event. Shipments should not arrive at Civic Center further than a week in advance of the Trade Show.

**Hold Harmless Clause** – Please complete the enclosed form and return it with your registration.

**Questions:** Contact Fred Valentine at (804) 339-0998 or Gail Putze at (804) 365-6530.

**Prizes for Attendees:** This year instead of doing the “sticker contest” for attendees, attendees will have a copy of their name badge that they will drop in a box when they enter the trade show. VAPT will hold drawings every 30 minutes beginning at 8 am. The attendee’s name drawn must be present to win. If you would like to donate a prize for this drawing, please see Fred Valentine or Gail Putze. Thank you for your participation in our trade show. Your participation helps to make our conference a success each year.

# Virginia Association for Pupil Transportation



TO: Certain Vendors and Manufacturers

FROM: Fred S. Valentine, Chairman, VAPT Conference Trade Show  
P. O. Box 28154  
Richmond, VA 23228  
Phone: (804) 399-0998  
FAX: (804) 264-8138  
E-Mail: [FtDusters@aol.com](mailto:FtDusters@aol.com)

The Berglund Center requires the Virginia Association for Pupil Transportation, its Exhibitors and Contractors to provide a “Hold Harmless” statement prior to the use of their facilities.

## “HOLD HARMLESS CLAUSE”

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to exhibitor’s displays, equipment and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Berglund Center and the Virginia Association for Pupil Transportation from any and all such losses, damages and claims.

_____	_____
Date	Signature
	_____
	Company Name

Please sign, date, and return one copy of this statement to:

Gail Patterson Putze  
Hanover County Public Schools  
11375 North Lakeridge Parkway  
Ashland, VA 23005

Phone: (804) 365-6530  
FAX: (804) 365-6529  
E-Mail: [gpatterson@hcps.us](mailto:gpatterson@hcps.us)

Keep a copy of this form for your files.

## Regulations for Buses in the Trade Show



Roanoke Fire-EMS  
Fire Marshal Office  
713 Third Street SW  
Roanoke, VA 24016  
540-853-2795

[www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)  
[fire.marshall@roanokeva.gov](mailto:fire.marshall@roanokeva.gov)

**REQUIREMENTS:** Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:

1. Liquid- or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
  - a) Batteries are disconnected (negative ground terminals).
  - b) Fuel in vehicles fuel tanks not to exceed one-quarter (1/4) tank or 5 gallons (19L) whichever is the least); motorcycles shall have no more than 2.5 gallons of fuel.
  - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
  - d) Vehicles, boats or other motor craft equipment shall not be fueled or de-fueled within the building.
  - e) Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment shall not be stored, operated or repaired within a building.
2. All fuel-powered vehicles not on display shall be removed from the interior of assembly building while facility is occupied by the general public.
3. Vehicle power supplies shall not be re-connected except to remove from facility.
4. No vehicles or equipment shall block fire lanes or fire protection equipment.
5. All egress and exit doors and pathways shall not be obstructed at any time.
6. All keys to vehicles shall be stored on site for accessibility at all times.
7. Protective flame retardant or non flammable materials or containers shall be placed beneath vehicles to catch any leaking fluids: (vehicles leaking flammable liquids or gases shall be removed immediately).
8. All fuel spills shall be cleaned up immediately.
9. Compressed natural gas (CNG) or liquefied petroleum (LP) gas powered vehicles shall have quarter-turn valve or other shut valve on the outlet of CNG or LP-gas container shall be closed (remain closed while indoors) and the engine shall be operated until it stops.
10. The hot lead (positive terminal) of CNG or LP-gas vehicles shall be disconnected.
11. All vehicles shall be inspected for fuel levels by the Fire Marshal's office prior to entering the facility.
12. A copy of the event floor plan showing set up, aisle widths and exits must be submitted for approval with application.

**OTHER REQUIRED PERMITS:** (The list of permits below maybe required as well as other not listed)

- Place of Assembly - Tent - Exhibits and Trade Show

## Information on Conference Activities



### Sponsorship of events

Many of the VAPT/DOE functions are sponsored by the vendors. If your company would like to have an opportunity to sponsor an event, or give a donation toward an event, please complete the line on the **Tradeshow Display Space form, line G.**

### Clyde W. Morris Memorial Scholarship

On March 29, 1994, Clyde W. Morris, who was supervisor of pupil transportation for the Louisa County Public Schools, made the ultimate sacrifice in the performance of his duties to ensure that the safety of all students riding school buses to and from Louisa County Public Schools was not compromised. During the early morning hours following severe storms and heavy rains, Mr. Morris was checking the conditions of the county's roadways to determine if school buses could traverse the roads safely with students on board. Mr. Morris became trapped and drowned in his attempt to escape rising flood waters.

In recognition of his extreme dedication to the ideals of student safety, the Virginia Association for Pupil Transportation (VAPT) established the Clyde W. Morris Memorial Scholarship in 1995-96 as a tribute to all pupil transportation personnel in the Commonwealth of Virginia, whose ultimate goal is to provide safe transportation for all children. In June of each year, a scholarship is awarded to a Virginia public school senior who is a child or grandchild of any public school pupil transportation employee in the Commonwealth and who is continuing their education beyond the secondary level. The scholarship may be used to cover education expenses at a postsecondary educational institution in support of a student's tuition, books or fees.

If your organization is interested in making a donation to the VAPT scholarship fund, please include this on the **Tradeshow Display Space Form, line H.**

### Door Prizes

If you are interested in sharing a small gift for a door prize, please give it to Gail Putze or Fred Valentine when checking in at the Trade Show.

### Membership Application

The membership application is located on the VAPT website <http://www.vapt.org/Membership.htm>.

**We thank you for your continued support of the Virginia Association for Pupil Transportation!**



**REQUEST FOR TRADESHOW DISPLAY SPACE**  
**Virginia Association for Pupil Transportation**  
**Tuesday, June 19, 2018 (7 a.m. to 1 p.m.)**

**Please Complete the following:**

FIRM NAME (How to list in program) \_\_\_\_\_ Product Line: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Contact: \_\_\_\_\_

Website: \_\_\_\_\_

A. Booth Spaces \_\_\_\_\_ x \$300 = \$ \_\_\_\_\_

Representatives Names (2 representatives included in display cost)  
(PUT ADDITIONAL REPRESENTATIVES ON BACK OF FORM)

B. Bus Spaces (Up to 3 per vendor) \_\_\_\_\_ x \$350 = \$ \_\_\_\_\_

\_\_\_\_\_

C. Banquet Tickets \_\_\_\_\_ x \$ 40 = \$ \_\_\_\_\_

\_\_\_\_\_

D. VAPT Memberships \_\_\_\_\_ X \$ 25 = \$ \_\_\_\_\_

\_\_\_\_\_

E. Golf Tournament \_\_\_\_\_ x \$ 45 = \$ \_\_\_\_\_

\_\_\_\_\_

F. Additional Representatives \_\_\_\_\_ x \$ 25 = \$ \_\_\_\_\_

\_\_\_\_\_

G. Sponsorship of an event or a donation  
toward an event \$ \_\_\_\_\_

Internet and Electrical included.

H. Donation to Scholarship \$ \_\_\_\_\_

I. **Total Amount Enclosed:** \$ \_\_\_\_\_

1. **Checks should be made payable to VAPT. Refunds will not be given.**

2. If paying membership dues, please complete the Membership Application (<http://www.vapt.com>) and submit to the person indicated on the form.

3. Return this form and check to: Gail Putze, c/o Hanover County Public Schools, 11375 Lakeridge Parkway, Ashland, VA 23005  
Phone number: (804) 365-6530; Fax: (804) 365-6529

4. Questions: Fred S. Valentine – E-Mail [ftdusters@aol.com](mailto:ftdusters@aol.com); Phone number: (804) 399-0998



# 2018 Bryan W. Morris, Sr. Memorial Golf Tournament



## Virginia Association For Pupil Transportation

**WHO** - - - All Pupil Transportation Golfers  
(Administrators, Drivers, Technicians, Vendors, Secretaries, Suppliers, etc.)

**WHEN** --- Monday, June 18, 2018                      8 AM Shot Gun

**WHERE** --- Hanging Rock Golf Club  
1500 Red Lane, Salem, VA 24153

**Cost** --- \$45

**REGISTRATION DEADLINE** --- June 5, 2018

**COORDINATOR** --- David Pace, Virginia Beach Public Schools

**PRIZES:**    First, Second, Third place teams

**Trophies provided by GCR Tire and Service: First, second, third place teams**

**Lunch provided by Kingmor Supply, Inc.**

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Please provide the following information if you wish to play in the golf tournament.

Make check for \$\_\_\_\_\_ (per player) payable to VAPT.

\_\_\_\_\_ Please check if payment is included with Request for Tradeshow Display Space, Line E.

Send payment to:                      David Pace, 2669 Hartley Street, Virginia Beach, VA 23456

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NAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SCHOOL SYSTEM/OR VENDOR: \_\_\_\_\_

HANDICAP(s): \_\_\_\_\_

***NOTE: IF YOU ARE ENTERING A TEAM, please list all players on the form.***

**2018 Annual DOE and VAPT Professional Development Conference  
Sheraton Roanoke, June 17 – 21, 2018**

**Sunday, June 17, 2018**

- 5 – 7 pm      **Registration**  
Location: Sheraton Hotel, Ballroom Foyer  
Coordinators: Alice Matthews, June Eanes
- 6 – 8 pm      **Reception**  
Sponsored by Blue Bird of VA
- 8 – 9 pm      New Directors' Conference Orientation  
Location:

**Monday, June 18, 2018**

- 8 am      **Bryan W. Morris, Sr. Memorial Golf Tournament**  
Location: Hanging Rock Golf Club  
1500 Red Lane, Salem, VA 24153  
SHOT GUN at 8 am  
Coordinator: David Pace, Virginia Beach Public Schools
- 8 am      **School Bus Road-e-o**  
Location: Berglund Center (Roanoke Civic Center), Lot E  
Coordinator: Cris Sprouse, Virginia Beach Public Schools  
Lunch by Blue Bird of VA
- 8 am      **Technician's Competition**  
Location: Sonny Merryman, Inc.  
5120 Wards Road  
Evington, VA 24550  
Coordinator: Robert Clinebell, Norfolk City
- 8 am      NAPT Course 704 – Strategic Planning for Transportation Departments  
Location:  
Instructor:
- 8 am      NAPT Course 608 – Developing a Safety Program  
Location:  
Instructor:
- 10 – 5 pm      **Registration**  
Location: Sheraton Hotel, Ballroom Foyer  
Coordinators: Alice Matthews, June Eanes
- 10 – 5 pm      **Exhibitors Setup**  
Location: Berglund Center (Roanoke Civic Center)  
Coordinators: Fred Valentine, Gail Putze

2:30 pm **First General Session**  
Location: Sheraton Hotel, Ballroom  
Presentation of Colors  
Pledge of Allegiance  
National Anthem  
Invocation – Floyd Miles  
Welcome –

**VAPT Business Meeting** – James Lash, Presiding

**Keynote:** “Do You Start At 5am Sharp And End At 5pm Dull?”  
**Speaker:** Mr. Walter Stasinski

5 pm **Vendor Hospitality Night or Dinner on your own**

**Tuesday, June 19, 2018**

7:30 am **Registration**  
Location: Berglund Center (Roanoke Civic Center)  
Coordinators: Alice Matthews, June Eanes

7:00 am – 1 pm **Trade Show & School Bus Display**  
Location: Berglund Center (Roanoke Civic Center)  
Coordinators: Fred Valentine, Gail Putze

**Continental Breakfast in Exhibit Area**  
Sponsored by:

12 noon **Lunch in the Trade Show Area** (Must have a coupon to receive a lunch)

1:00 pm – 4 pm **Technician’s Sessions**  
Location: Northside High School  
6758 Northside High School Rd.  
Roanoke, VA 24019  
Coordinator: Bob Clinebell, Norfolk City

1:15 pm – 4 pm **Second General Session**  
**Location:** Berglund Hall (Roanoke Civic Center)  
**Speaker:** \_\_\_\_\_  
  
**Speaker:** \_\_\_\_\_

5:30 pm **Family Night Dinner**  
Sponsored by Sonny Merryman, Inc.  
Buses leave at 5:30 pm

**Wednesday, June 20, 2018**

7 am – 4 pm **Technician’s Sessions**  
Location: Northside High School  
Coordinator: Bob Clinebell, Norfolk City

7:30 am **Continental Breakfast**  
Location: Sheraton Hotel, Ballroom Foyer  
Sponsor: \_\_\_\_\_

8 am - noon **Third General Session**  
**Location:** \_\_\_\_\_

8 – 9:45 am \_\_\_\_\_  
Speaker: \_\_\_\_\_

10 – 11:45 am \_\_\_\_\_  
Speaker: \_\_\_\_\_

11 – 11:45 am \_\_\_\_\_  
Speaker: \_\_\_\_\_

12 – 1 pm **Lunch**  
Location: \_\_\_\_\_

1 - 3:45 pm \_\_\_\_\_  
Speaker: \_\_\_\_\_

5 – 6 pm **Reception**  
Location: \_\_\_\_\_  
Sponsored by Kingmor Supply, Inc.

6 pm **Banquet**  
Location: \_\_\_\_\_  
Presiding: James Lash, President  
Poster Contest: Diane Stewart, Virginia Beach City  
Golf: David Pace, Retired  
Road-e-o: Cris Sprouse, Virginia Beach City  
Scholarships: Linwood Horne, Hanover County  
Dean Farmer, Sonny Merryman, Inc.  
Technicians: Bob Clinebell, Norfolk City  
Hall of Fame: Barry Sudduth, Stafford County

**Dance (30 minutes following the end of the Banquet)**  
Location: \_\_\_\_\_  
Sponsored by Kingmor Supply

**Thursday, June 22, 2017**

9 – 12 noon **Closing Session**

8 – 9 am **Breakfast**  
Location: Sheraton Hotel, Ballroom  
Sponsored by Kingmor Supply, Inc.

8:30 – 9 am **Speaker (IC)**

9 – 10 am **VAPT Business Meeting**

11:15 am **Announcements**

**VAPT EXECUTIVE BOARD**

President – James Lash, York County  
Vice President – Cheryl Fisher, Fauquier County  
Secretary – Donna Carter, Franklin County  
Treasurer – Floyd Miles, Richmond City  
Past President – Lonnie Reavis, Fairfax County  
Executive Director – June Eanes, Retired

**Board of Directors**

Region 1 – Edward Tucker, Dinwiddie County  
Region 2 – Darrin Wills, Hampton City  
Region 3 – Heather Handschin, Spotsylvania County  
Region 4 – John Grubbs, Frederick County  
Region 5 – Jeremy Gauthier-Martin, Harrisonburg City  
Region 6 – Michael Stovall, Roanoke County  
Region 7 – Gary Adams, Scott County  
Region 8 – Valerie Seaborne, Greenville County

**DOE Staff**

Vijay Ramnarain, Director of Support Services  
Alice Matthews, Administrative Assistant  
Kerry Miller, Associate Director  
Jackie Herring, Transportation Specialist  
Harold Grimes, Pupil Transportation Efficiency Specialist

Steven M. Constantino, Acting Superintendent of Public Instruction  
Kent C. Dickey, Deputy Superintendent for Finance and Operations