



**New Decade...New Way to Work**  
*Celebrating 5 years of educating and showcasing professional virtual assistants*

**Dear Prospective Sponsor and Exhibitor:**

The 5<sup>th</sup> annual Online International Virtual Assistants Convention (OIVAC) is an opportunity for service, product and technology providers to connect with a targeted, knowledgeable audience, broaden brand awareness and establish relationships with savvy entrepreneurs that can expand your customer base.

Since 2005, thousands of professional and aspiring virtual assistants, from around the globe, have participated in power-packed online training, seminars, workshops, and networking, virtually. As the industry continues to grow, OIVAC has been instrumental in informing the business community about the advantages and value of working with savvy virtual professionals, as well as serves as a forum to introduce products, services and technology to the industry.

This year's theme, New Decade...New Way to Work, explores new frontiers in technology and business development. By supporting OIVAC, sponsors benefit from specially designed, value-added, premier opportunities to showcase products and services to an eager, receptive assembly looking for products and services to help grow their businesses and assist clients. We invite you to join us during our journey.

Our totally Internet-based convention provides an excellent venue, and pre and post-event opportunities to spread the word about your products or services, increase brand exposure, and provide virtual training and demonstrations to attentive potential buyers that influence their clients and business associates.

**Information about the Virtual Assistant Industry:**

A virtual assistant (VA) is a professional business support services provider that typically furnishes administrative, web-based, technology consulting, bookkeeping and marketing support, etc., for entrepreneurs such as Realtors, coaches, speakers, financial planners, consultants and other business owners. VAs also handle responsibilities ranging from website creation, hosting design and maintenance to scheduling meetings, transcribing seminars, and ordering office furniture and supplies, in addition to recommending and purchasing software, technologies and other products and services.

**\*Industry Statistics:**

- Majority of Virtual Assistants are between the ages 23 to 60
- 90+% work out of their homes
- 97% of Virtual Assistants are women
- 68% are located in the US, 21% are Canadian and 11% International
- 74% are full-time entrepreneurs
- 59.2% are college educated
- 82.5% have extensive work experience
- 73% utilize online search engine optimization marketing
- 80.4% use online networking, websites, forums, e-lists, etc.

This convention can be the springboard to a yearlong opportunity to place your products and services in front of a captive audience of virtual assistants. Unique, value-added packages have been developed, that offer maximized industry-wide exposure and opportunity to make a connection, increase brand awareness, and expand sales with business savvy entrepreneurs waiting to explore your offerings on behalf of themselves and their clients.

Please review the enclosed information for details about the various sponsor opportunities choices and contact [sponsors@oivac.com](mailto:sponsors@oivac.com) or call me directly at 410-521-7001 if you have any questions. A representative will be in touch shortly to discuss this opportunity.

Sincerely,

Sharon Williams

P.S. Please feel free to forward this to anyone who might be interested.

*\*Source: 2007 OIVAC and Alliance for Virtual Businesses Survey of 1,238 Virtual Assistants*

Online International Virtual Assistants Convention  
8908 Liberty Road ~ Randallstown, Maryland ~ 21133 ~ (410) 521-7001  
Fax: (410) 521-9742 ~ Email: [sponsors@oivac.com](mailto:sponsors@oivac.com)



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**Platinum Sponsorship: \$3,000.00**

- Logo on OIVAC and A4VB websites April 2010 – April 2011
- Hyperlinked listing on OIVAC sponsors page
- Acknowledgement during Opening Plenary and Closing Sessions
- 30-60 minute primetime sponsor presentation in main meeting room
- Sponsor mention in Media Releases
- Booth in Exhibitor Hall (open 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Listing in scrolling marquee at Convention Entrance
- Banner or Hyperlinked Logo in Exhibitor Hall
- Giveaway in virtual grab bag
- Product hyperlinked logo and description on OIVAC website April 2010 – April 2011
- Mention during a Podcast and Blog Hopping Tour Stop
- Sponsor acknowledgement (with promotion placement) at beginning of select category seminars
- 10 minute presentation during premier event - International Virtual Assistants Day Celebration
- Full page advertisement in pre and post convention e-publication
- A 60 minute post-convention product/service demonstration opportunity

**Gold Sponsorship: \$2,000.00**

- Logo on OIVAC and A4VB websites April 2010-April 2011
- Hyperlinked listing on OIVAC sponsors page
- Acknowledgement during Opening Plenary and Closing Sessions
- 20-30 minute presentation during convention
- Sponsor mention in Media Releases
- Booth in Exhibitor Hall (open for 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Listing in scrolling marquee at Convention Entrance
- Mention during a Podcast and Blog Hopping Tour Stop
- Sponsor acknowledgement (with promotion placement) at beginning of select category seminars
- Banner or hyperlinked logo in Exhibitor Hall
- Product hyperlinked logo and description on OIVAC website April 2010 – April 2011
- Giveaway in virtual grab bag
- One-half page advertisement in pre and post convention e-publication
- A 30 minute post-convention product/service demonstration opportunity

**Ruby Sponsorship: \$1,000.00**

- Logo on OIVAC web site and hyperlinked listing on sponsors page April 2010-April 2011
- Acknowledgement during Opening Plenary Session
- Sponsor mention in Media Releases
- 20-30 minute presentation during convention
- Booth in Exhibitor Hall (open for 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Listing in scrolling marquee at Convention Entrance
- Banner or hyperlinked logo in Exhibitor Hall
- Giveaway item in virtual grab bag
- Product hyperlinked logo and description on OIVAC website April 2010 – September 2010
- One-quarter page advertisement in pre convention e-publication

**Silver Sponsorship: \$500.00**

- Logo on OIVAC site April 2010 – April 2011
- Booth in Exhibitor Hall (open for 30 day)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Acknowledgement during Plenary and Closing Session
- Business card ad in event e-publication
- Giveaway item in virtual grab bag

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**VA Industry Member Organization Platinum Sponsorship Opportunity: \$700.00**

- Logo and hyperlinked listing on OIVAC site April 2010 – April 2011
- Listing in scrolling marquee at Convention Entrance
- Acknowledgement during Plenary and Closing Sessions and IVAD Celebration
- 30 minute presentation
- 10 Seminar Tickets
- Booth in Exhibitor Hall (open 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Banner or Logo in Exhibitor Hall
- Full page ad in event e-publication
- Giveaway item in virtual grab bag

**VA Industry Member Organization Gold Sponsorship Opportunity: \$500.00**

- Logo and hyperlinked listing on OIVAC site April 2010 – April 2011
- Acknowledgement during Plenary Session
- 30 minute presentation
- Booth in Exhibitor Hall (open 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Banner or Logo in Exhibitor Hall
- One-half page ad in event e-publication
- Giveaway item in virtual grab bag

**VA Industry Member Organization Ruby Sponsor Opportunity: \$250.00**

- Logo and hyperlinked listing on OIVAC site April 2010 – June 2010
- Booth in Exhibitor Hall (open 30 days)
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Acknowledgement during Plenary Session
- Business card ad in event e-publication

**VA Industry Member Organization Silver Sponsor Opportunity: \$100.00**

- Hyperlinked listing on OIVAC sponsor page – April 2010 – May 2010
- Acknowledgement during Plenary Session
- Business card ad in event e-publication

**VA Industry Member Exhibitor Opportunity: \$199.00**

- VoIP capable Exhibitor booth open for 30 days
- 10 seat VoIP, text chat and PowerPoint presentation capable meeting room during convention
- Listing on Exhibitor's page on OIVAC website April 2010 – September 2010
- Logo in Exhibitor Hall
- Business card size ad in event e-publication

**Non VA Industry Member Exhibitor Opportunity: \$499.00**

- VoIP Exhibitor booth open for 30 days
- 10 seat VoIP and text chat capable meeting room
- Product hyperlinked logo and description on site April 2010 – September 2010
- Listing on Exhibitor's page on OIVAC website April 2010 – September 2010
- Logo in Exhibitor Hall
- Business card size ad in event e-publication
- Giveaway item in virtual gift bag

**VA Industry Member Products / Store Opportunity: \$150.00**

- Product hyperlinked logo and description on site April 2010 – September 2010
- One-quarter page ad in event e-publication
- Acknowledgement during Plenary Session



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**Non VA Industry Member Product / Store Opportunity: \$250.00**

- Product hyperlinked logo and description on site April 2010 – September 2010
- Business card size ad in event e-publication
- Mention during Plenary Session



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## Sponsor and Exhibitor Registration Form

Please type or print clearly

Company/Organization \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

URL \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature required \_\_\_\_\_ Date \_\_\_\_\_

### SPONSORSHIP PACKAGE(S) SELECTION:

- Platinum Sponsorship  \$3,000.00 USD
- Gold Sponsorship  \$2,000.00 USD
- Ruby Sponsorship  \$1,000.00 USD
- Silver Sponsorship  \$ 500.00 USD

### VA INDUSTRY MEMBER ORGANIZATION SPONSORSHIP PACKAGES

- Platinum Sponsorship  \$700.00 USD
- Gold Sponsorship  \$500.00 USD
- Ruby Sponsorship  \$250.00 USD
- Silver Sponsorship  \$100.00 USD

### EXHIBITOR BOOTH PACKAGES

- VA Industry Member  \$199.00 USD
- Non VA Industry Member  \$499.00 USD

### PRODUCTS/STORE

- VA Industry Member  \$150.00 USD
- Non VA Industry Member  \$250.00 USD

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