

# National Active and Retired Federal Employees Association (NARFE)

## Facilities & Audio/Visual Requirements Form – Vendor Request

**Coordinator: Larry McIlwee**

***joseph.mcilwee@verizon.net or (804) 450-3919***

### ***Event Information***

Event Name:     VFN 2026 Conference    

Event Date(s):     April 13 - 15, 2026    

Event Location / Venue:     Hotel Madison, Harrisonburg, VA    

We will do the best we can to accommodate all requests.

### ***Vendor Information***

Vendor / Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

### ***Equipment & Assistance Requested***

Please describe any tables, chairs, electrical outlets, AV equipment, or other assistance required:

### ***Electrical & AV Needs***

Electrical outlets required (limited access)?  Yes  No

AV needs (check all that apply):  Projector  Screen  Microphone  Speakers  Internet

### ***Additional Notes:***