

AMERICAN COLLEGE OF SURGEONS ACS Chapter | Virginia

2024 Annual Meeting | May 17 & 18, 2024
Hilton McLean Tysons Corner | McLean, VA

Exhibit Information

SET-UP TIMES:	Friday, May 17 8:00 p.m. - 10:00 p.m. <i>or</i> Saturday, May 18 6:00 a.m. – 7:00 a.m. <i>*Please note, there is an event at the Hilton preventing setup before 8PM on Friday*</i>
SHOW TIMES:	Saturday, May 18 7:00 a.m. – 3:15 p.m. Breaks with Vendors throughout the day; see agenda for specific break times. All refreshment breaks will be held in the exhibit area.
SOCIAL FUNCTIONS:	Friday, May 17 Welcome Reception 6:30 p.m. – 7:30 p.m. Friday, May 17 Informal Meet-up at The Hilton bar 9:00 p.m. – 11:00 p.m.
BREAKDOWN:	Saturday, May 18 3:00 p.m. - 4:00 p.m.
EXHIBIT SPECIFICATIONS:	6 ft skirted table, two chairs, and trash can provided
TABLE ASSIGNMENTS:	The exhibits will be located in the Atrium. When you arrive at the exhibit area, you will receive a registration packet, which will indicate your table location. Platinum & Gold Level contributors will receive a floor plan prior to the conference and will be able to choose their location.
REPRESENTATIVES:	To ensure an accurate meeting headcount & nametags for all vendors, please submit the names of all representatives who will staff your exhibit. Please email these names to smcconnell@ramdocs.org .
ELECTRICAL OUTLETS:	If you have any electrical needs, please fill out this form . Vendors will be responsible for any charges incurred.
GIFT CARD RAFFLE	Throughout the conference, we will hold drawings for \$25 gift cards. If your company would like to contribute one or more gift cards, simply fill out the online registration form on our website (under “Extras”). You will be recognized for each gift card you contribute.

PLAY TO WIN GAME: We will drive them to your booth, now it's your turn to tell them about your company and services! At registration, attendees are given a "Play to Win" raffle card instructing them to see every exhibitor to receive a signature from each vendor. All you have to do is sign next to your company's name and return the card to the attendee. Participants will play to win one of two \$150 gift cards! The raffle will be held on Saturday after the lunch break.

HOTEL MAILING ADDRESS: Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. Please note there is a storage fee of \$10.00 per box/per day that will apply for any boxes received under the following circumstances:

- Boxes weighing more than 50 pounds
- Boxes arriving prior to 3 business days prior to your event.

Any boxes over 50 pounds will need to be coordinated directly with your Conference Service Manager to ensure that they are able to be moved and stored properly. Please note fees may apply for boxes weighing over 50 pounds.

The following information must be included on all packages to ensure proper delivery:

Connie Chao, Virginia Chapter, American College

Company or Organization Name/ Vendor Name (First/Last)

7920 Jones Branch Drive

McLean, VA 22102

Box _____ of _____

OUTBOUND SHIPPING: Vendors will need to box up, seal, and label their packages for the Hilton to coordinate pickup at the conclusion of the event. Any boxes can be taken to the front desk to ship out.

VA-ACS CONTACT: Susan McConnell | Chapter Administrator
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Visit www.VirginiaACS.org for more information about the conference and to view the agenda.

Your exhibit fee must be paid in full prior to the meeting.

Thank you for your support!