



2025 Annual Meeting | August 14-17, 2025
Marriott Virginia Beach Oceanfront | Virginia Beach, VA

Exhibit Information

SET-UP:	Wednesday, August 13 12:00 p.m. - 6:00 p.m.
SHOW TIMES:	Thursday, August 14 7:00 a.m. – 3:30 p.m. Friday, August 15 7:00 a.m. – 3:30 p.m. Saturday, August 16 7:00 a.m. – 2:00 p.m. Breaks with Vendors throughout the day. All refreshment breaks will be held in the exhibit area.
BREAKDOWN:	Saturday, August 16 2:30 p.m. - 5:45 p.m.
EXHIBIT SPECIFICATIONS:	6 ft skirted table, two chairs, and trash can provided
TABLE ASSIGNMENTS:	The exhibits will be located in Salon D-E. When you arrive at the exhibit area, you will receive a registration packet, which will indicate your table location. Diamond 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. Gold level supporters – 2 representatives & Diamond level supporters – 3 representatives. Please email these names to smcconnell@ramdocs.org .
ELECTRICAL OUTLETS:	If you have any electrical needs, please fill out the Electrical Request form on our website and return it via email to Lynell Helms (Lynell.helms@cavalierresortvb.com). Vendors will be responsible for any charges incurred.
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 <i>"Play to Win"</i> 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 are handling and storage fees for packages of certain weight and time left. Please check the Exhibitor Information/Order Packet document on our website.

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

Virginia Podiatric Medical Association Annual Meeting

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

Marriott Virginia Beach Oceanfront

c/o Lynell Helms

4201 Atlantic Avenue Virginia Beach, VA 23451

Box _____ of _____

OUTBOUND SHIPPING:

Vendors will need to box up, seal, label their packages and call for a pickup. All outbound packages can be picked up from our Security office, which is located on the 1st floor of the hotel. Please check with hotel staff for the best place to leave your box upon the end of the conference.

VA-ACS CONTACT:

Susan McConnell | Executive Director

Virginia Podiatric Medical Association

2821 Emerywood Parkway, Suite 200, Richmond, VA 23294

phone (804) 622-8139 | e-mail: smcconnell@ramdocs.org

Visit vpma.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!