

**2026 Annual Meeting | May 29 & 30, 2026  
Omni Richmond Hotel | Richmond, VA**

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*Exhibit Information*

<b>SET-UP TIMES:</b>	Friday, May 29   2:00 p.m. - 8:00 p.m. <i>or</i> Saturday, May 30   6:00 a.m. – 7:00 a.m.
<b>SHOW TIMES:</b>	Saturday, May 30   7:00 a.m. – 3:30 p.m. Breaks with Vendors throughout the day; see <a href="#">agenda</a> for specific break times. All refreshment breaks will be held in the exhibit area.
<b>SOCIAL FUNCTIONS:</b>	Friday, May 29   Welcome Reception   5:45 p.m. – 7:00 p.m.   Omni Roanoke Room
<b>EXHIBIT SPECIFICATIONS:</b>	6 ft skirted table and two chairs provided
<b>TABLE ASSIGNMENTS:</b>	The exhibits will be located in Potomac Prefunction, Atrium Balcony & Shenandoah Room. 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.
<b>REPRESENTATIVES:</b>	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 <a href="mailto:smcconnell@ramdocs.org">smcconnell@ramdocs.org</a> no later than <u>May 26</u> . Names submitted after May 26 cannot be guaranteed a nametag.
<b>HOTEL RESERVATIONS:</b>	The Chapter has secured a limited number of rooms at a discounted rate of \$219. Book the room that best suits your needs using <a href="#">this link</a> . Room block expires May 8, but rooms may sell out before then.
<b>OMNI VENDOR FORM</b>	The Omni asks each vendor to complete this form: <a href="#">Exhibitor Order Form for Virginia Chapter, American College of Surgeons at Omni Richmond – Fill out form</a> .
<b>ELECTRICAL ORDER FORM:</b>	If you have any electrical needs, please <a href="#">fill out this form</a> on our website and return it via email to Laura Phillipp ( <a href="mailto:Laura.Phillipp@omnihotels.com">Laura.Phillipp@omnihotels.com</a> ). Vendors will be responsible for any charges incurred.
<b>GIFT CARD RAFFLE</b>	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 <a href="#">online registration form</a> 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 generous gift cards! The raffles will be held on Saturday after the lunch break.

**HOTEL MAILING ADDRESS:** [Shipping Instructions Form - Omni](#)

**BREAKDOWN:** Saturday, May 30 | 3:00 p.m. - 4:00 p.m.

**OUTBOUND SHIPPING:** Vendors will need to box up, seal, label their packages, and schedule pickup.

**VA-ACS CONTACT:** Susan McConnell | Chapter Administrator  
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Visit [www.VirginiaACS.org](http://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!*