

# AMERICAN COLLEGE OF SURGEONS *ACS Chapter* | **Virginia**

2022 Annual Meeting ♦ April 29 & 30, 2022  
Kingsmill Resort ♦ Williamsburg, VA

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## *Exhibit Information*

<b>SET-UP TIMES:</b>	Friday, April 29 – 2:00 p.m. - 6:00 p.m. <i>or</i> Saturday, April 30 – 6:00 a.m. – 7:00 a.m.
<b>SHOW TIMES:</b>	Friday, April 29 – 5:45 p.m. – 6:45 p.m.   Welcome Reception Saturday, April 30 - 7:00 a.m. – 4:40 p.m.   Breaks with Vendors throughout the day; see agenda for specific break times All refreshment breaks will be held in the exhibit area.
<b>BREAKDOWN:</b>	Saturday, April 30 – 3:00 p.m. - 5:00 p.m.
<b>EXHIBIT SPECIFICATIONS:</b>	6 ft skirted table, two chairs, and trash can provided
<b>TABLE ASSIGNMENTS:</b>	The exhibits will be located in the James River Ballroom AB. 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 headcount for the meeting, please submit the names of all representatives who will staff your exhibit. This also ensures that all representatives receive a nametag. Please email these names to <a href="mailto:smcconnell@ramdocs.org">smcconnell@ramdocs.org</a> .
<b>ELECTRICAL OUTLETS:</b>	If you have any electrical needs, please contact Kingsmill directly: Alex Bey   <a href="mailto:alex.bey@kingsmill.com">alex.bey@kingsmill.com</a> Vendors will be responsible for any charges incurred.
<b>HOTEL RESERVATIONS:</b>	Book your room early! A block of rooms has been reserved at the discounted rate of \$195.00. To book the room that best accommodates your needs, please call Resort Reservations at (757) 253-1703. Hurry! The room block expires on <b>April 8, 2022</b> but rooms may sell out before then.
<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. 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. Have fun with this game! At registration, attendees are given a *"Play to Win"* game 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 Apple HomePod Minis. The raffle will be held on Saturday after the final morning networking break.

**HOTEL MAILING ADDRESS:** Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. The Kingsmill Resort Warehouse will accept large deliveries between 8:00AM-2:00PM (Mon-Fri). You may incur charges for package handing. The following information must be included on all packages to ensure proper delivery:

Kingsmill Resort  
1010 Kingsmill Rd  
Williamsburg, VA 23185  
Individual's Name and Name of Shipper's Company  
Hold For: Alex Bey  
Group Dates:  
Box \_\_\_\_\_ of \_\_\_\_\_

**OUTBOUND SHIPPING:** Any outbound materials must be picked up by the designated carrier of your choice no later than forty-eight (48) hours after meeting close-out; otherwise a \$50.00 per day storage fee will be applicable.

- o Items must be prepared for shipping to include any labels and ship to addresses, and account numbers to be billed to the party shipping the materials back.

**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!*