

AMERICAN COLLEGE OF SURGEONS *ACS Chapter* | Virginia

2025 Annual Meeting | May 30 & 31, 2025
Marriott Virginia Beach Oceanfront Resort | Virginia Beach, VA

Exhibit Information

SET-UP TIMES:	Friday, May 30 3:00 p.m. - 6:00 p.m. <i>or</i> Saturday, May 31 6:00 a.m. – 7:00 a.m.
SHOW TIMES:	Saturday, May 31 7:00 a.m. – 3:30 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 30 Welcome Reception 6:15 p.m. – 7:30 p.m. Cavalier Hotel
BREAKDOWN:	Saturday, May 31 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 Salon E. 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 on our website and return it via email to Katelyn Topping (Katelyn.Topping@cavalierresortvb.com). <i>Scroll down to Exhibitor Electrical Form.</i> 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 <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 \$100 gift cards! The raffle will be held on Saturday after the lunch break.
HOTEL MAILING ADDRESS:	<p>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.</p> <p>The following information must be included on all packages to ensure proper delivery:</p> <ul style="list-style-type: none"> • Hold for Arrival – Attn: (Guest's Name and Organization Name – Virginia Chapter, American College of Surgeons) • Complete return address • Hotel representative's name (Katelyn Topping) • Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.) • Date the function is being held (May 30 & 31, 2025) • <u>Address package to the Hotel as follows:</u> Marriott Virginia Beach Oceanfront, 4201 Atlantic Avenue Virginia Beach, VA 23451
OUTBOUND SHIPPING:	Vendors will need to box up, seal, and label their packages for the Marriott to coordinate pickup at the conclusion of the event. Any boxes can be taken to the front desk to ship out.
VA-ACS CONTACT:	<p>Susan McConnell Chapter Administrator Virginia Chapter, American College of Surgeons 2821 Emerywood Parkway, Suite 200, Richmond, VA 23294 Phone: (804) 622-8139 e-mail: smcconnell@ramdocs.org</p>

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!