



2025 Annual Meeting ♦ May 2 & 3, 2025
Westing Arlington Gateway ♦ Arlington, VA

EXHIBIT CONFIRMATION DETAILS

SET-UP TIMES: **Thursday, May 1** - 3:00 p.m. - 7:00 p.m.

SHOW TIMES: **Friday, May 2** - 7:00 a.m. – 6:30 p.m.
Saturday, May 3 - 7:00 a.m. – 12:30 p.m.

Breaks with Vendors throughout the day on Friday and Saturday; see agenda for specific break times. All refreshment breaks will be held in the exhibit area.

BREAKDOWN: **Saturday, May 3** – 12:30 p.m. - 2:00 p.m.

EXHIBIT SPECIFICATIONS: 6 ft. skirted table, two chairs, and trash can provided.

TABLE ASSIGNMENTS: The exhibits will be located in the Ballroom Prefunction. When you arrive at the exhibit area, you will receive a registration packet, which will indicate your table location.

REPRESENTATIVES: 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 vsodirector@ramdocs.org **no later than April 28.**

ELECTRICAL OUTLETS: If you have any electrical needs, please fill out this [request form](#) and email it to Morgan Ottens at Mottens@snsstaging.com. Vendors will be responsible for any charges incurred.

HOTEL RESERVATIONS: Reserve your room through the Westin [website](#) or by calling 703-717-6200 and asking for the VSO room rate. Discounted room rate expires on **April 10**.

HOTEL MAILING ADDRESS: The Westin Arlington Gateway
ATTN: Imane El Mekaalel
801 North Glebe Road
Arlington, Virginia 22203 USA

VSO CONTACT: WHITNEY CONRAD
Virginia Society of Otolaryngology – Head & Neck Surgery
2821 Emerywood Parkway, Suite 200, Richmond, VA 23294
phone (804) 643-6631
e-mail: vsodirector@ramdocs.org

Visit www.VSO-HNS.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!