



## *Exhibitor On-Site Newsletter*

### **WELCOME!**

This event would not have been possible without your support and participation! We greatly appreciate it.

### **EXHIBIT SET-UP**

Exhibits will need to be set up in the exhibit hall by 8:30 a.m. on Friday. Set up times are: Thursday anytime from 3:00 p.m. to 7:00 p.m. or Friday from 6:00 a.m. – 8:30 a.m.

### **EXHIBIT HOURS**

#### ***Thursday, May 14<sup>th</sup>***

3:00 – 7:00pm . . . . Exhibit Setup

#### ***Friday, May 15<sup>th</sup>***

6:00 – 8:30 am . . . . Exhibit Setup

9:00 am – 5:45 pm. . . . Exhibits Open

12:00 pm – 12:40 pm . . . . Lunch Break

2:55– 3:25 pm . . . . Refreshment Break

6:15 – 8:15 pm . . . . Reception

#### ***Saturday, May 16<sup>th</sup>***

7:00 – 7:30 am . . . . Breakfast

9:50 – 10:10 am . . . . Refreshment Break

12:30 – 1:30 pm . . . . Exhibit Tear Down

### **DISMANTLING EXHIBIT**

Exhibits can be taken down after the meeting adjourns at 12:30 p.m. Saturday.

You may leave boxed and labeled packages on your exhibit table. Wintergreen will call FedEx and UPS for pickup.

### **SECURITY**

Just a reminder that security is not provided. You are responsible for your booth and its contents. We encourage you to take valuables to your guest room when you leave.

### **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 one. All you have to do is sign on your company's name and return the card to the attendee. A sample card is enclosed. Participants will play to

win a \$100 gift card! The raffle will be held on Saturday after the morning break.

### **QUESTIONS? JUST ASK**

We are here to assist you in any way possible. Please see staff at the registration desk if we can be of any assistance.

### **CONTACT US**

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