



2020 Annual Meeting ♦ May 15 & 16, 2020
Wintergreen Resort ♦ 39 Mountain Inn Loop | Wintergreen, VA 22958

Exhibit Information

- SET-UP TIMES:** Thursday, May 14th – 3:00 p.m. – 7:00 p.m.
Friday, May 15th - 6:00 a.m. – 8:30 a.m. * *must be set up by 8:30 a.m.*
- SHOW TIMES:** Friday, May 15th - 9:00 a.m. – 5:45 p.m.
Saturday, May 16th - 7:00 a.m. – 12:30 p.m.
- BREAKDOWN:** Saturday, May 16th - 12:30 - 1:30 p.m.
- BOOTH SPECIFICATIONS:** 6' x 30" skirted table, two chairs, and trash can. (Platinum- two: 6' x 30" tables)
- BOOTH ASSIGNMENTS:** The exhibits will be located in the Rockfish Room and Ballroom Foyer. 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 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 ifolmer@ramdocs.org.
- ELECTRICAL NEEDS:** If you have electrical needs, please complete an [Exhibitor Information Form](#) and return it directly to Wintergreen. You will be responsible for any charges incurred. Wintergreen allows vendors to use their own power strips or extension cords at no charge.
- HOTEL RESERVATIONS:** We have reserved a limited number of rooms at Wintergreen Resort at a discounted rate. Book the room that best accommodates your needs by calling 1-866-255-1101 and requesting the discounted VSO room rate of \$124.00. Our room block expires on April 24, 2020, but rooms may sell out before then.
- HOTEL MAILING ADDRESS:** Packages for meetings may be delivered to Wintergreen three (3) working days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:
- <<Exhibitor Name>> - VSO
<<Guest Name>> (1 of 1 etc.)
ATTN: Page Bowman
Conference Services Office
39 Mountain Inn Loop
Wintergreen Resort
Wintergreen, VA 22958
- DIRECTIONS TO WINTERGREEN:** Getting to Wintergreen can be tricky. Be sure to check [this link](#) for directions.

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. You will be recognized for each gift card you contribute. (If you have already registered and paid, select the "Gift Card only" option).

VSO CONTACT:

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Thank you for your support!

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.