



EXHIBIT INFORMATION

SETUP/BREAKDOWN

Setup: Friday, October 17, 2025 | 8:00 – 11:30 a.m.

Breakdown: Saturday, October 18 | Noon **OR**
Sunday, October 19 | After 10:00 a.m.

EXHIBIT HOURS

Friday, October 17 | Noon – 5:15 p.m.

Saturday, October 18 | 7:00 a.m. – Noon

Sunday, October 19 | 7:00 a.m. – 10:00 a.m. (**optional**)

All refreshments will be held in the exhibit area.

A conference agenda is attached which details break times.

TABLE SPECIFICATIONS

You will be provided with a 6 ft x 30” skirted table and two chairs.

TABLE ASSIGNMENTS

The exhibits will be located in **James River Grand Ballroom Pre-function area** (The educational sessions will be in the James River Grand Ballroom Salons B&C). When you arrive at the exhibit area, there will be a registration packet with your company name at your assigned table. (Diamond level companies will be able to choose their table location prior to the conference).

REPRESENTATIVES ATTENDING

To ensure an accurate headcount for the meeting, it is important to submit the names of all representatives who will staff your exhibit table. This also ensures that all representatives receive a nametag. Please email these names to lknowles@ramdocs.org.

COCKTAIL RECEPTION

Join us for a cocktail reception and Casino Night on **Saturday, October 18** from **6:00 – 8:00 p.m.** in the **Burwell Ballroom and Terrace** at **Kingsmill Resort**. RSVP to lknowles@ramdocs.org.

IMPORTANT: Silver supporters may bring 1 guest, Gold supporters ~ 2 guests, and Diamond supporters ~ 3 guests. You will be asked to check in at the registration desk that evening.

ELECTRICAL OUTLETS

If you have any requests for utility services, please complete the **Vendor Electrical Request Order Form** on our website: <https://vaderm.org/fall-meeting-exhibit-info>

MAILING ADDRESS

If you need to send material to Kingsmill, please address the package in the following manner:

Kingsmill Resort
Attn: Catering Department, Heather Meier
1010 Kingsmill Road
Williamsburg, VA 23185
HOLD FOR: Virginia Dermatology Society/Lara Knowles
October 17-19, 2025/Total number of boxes (i.e. 1 of 4, etc.)

If sending several packages to hotel, please mark them “1 of 5”, “2 of 5” etc.

Kingsmill will store your package beginning 3 business days prior to the event.

VIRGINIA DERMATOLOGY SOCIETY CONTACT

Lara W. Knowles, Executive Director
Virginia Dermatology Society
2821 Emerywood Parkway, Suite 200 | Richmond, VA 23294
804-622-8137 direct phone | 804-310-5599 cell | 804-788-9987 fax
E-mail: knowles@ramdocs.org