



Virginia Dermatology Society Annual Meeting ♦ November 4 - 6, 2022  
Woodlands Hotel & Suites ♦ Williamsburg, Virginia

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## EXHIBIT INFORMATION

### SETUP/BREAKDOWN

**Setup:** Friday, **November 4** from **3:00 – 6:00 PM** *or*  
Saturday, **November 5** from **6:00 – 7:00 AM**

**Breakdown:** Sunday, **November 6** from **11:30 AM – 12:30 PM**

### EXHIBIT HOURS

Exhibits will be open on **Saturday, November 5** from **8:00 AM - 5:15 PM** during the speaker presentations. Vendors are encouraged to attend the welcome reception from **5:15 – 6:30 PM** that evening on the Cascades Terrace. Exhibits will also be open on **Sunday, November 6** from **8:00 – 11:30 AM**. All refreshments will be served in the exhibit area. The conference agenda details break times.

### TABLE SPECIFICATIONS

You will be provided with a 6 ft x 30” skirted table and two chairs. Diamond level supporters will be provided with **two** 6 ft x 30” skirted tables.

### TABLE ASSIGNMENTS

The exhibits will be located in the Oak Room/Azalea Room (*The educational sessions will be in the Cascades Room*). 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 [smconnell@ramdocs.org](mailto:smconnell@ramdocs.org).

## COCKTAIL RECEPTION

Join us for a cocktail reception on **Saturday, November 5** from **5:15 – 6:30 PM**. RSVP to [smcconnell@ramdocs.org](mailto:smcconnell@ramdocs.org). Silver supporters may bring 2 guests, Gold supporters 3 guests and Platinum supporters 5 guests.

## ELECTRICAL OUTLETS

If you will need electricity, high-speed internet or phone service at your booth, please complete the Exhibitor Agreement & Shipping Directions form attached (specifically Exhibit B and Credit Card Authorization) and return it to:

Conference Services Department  
Attn: Lauren Faulkner  
Email to: [lfaulkner@cwf.org](mailto:lfaulkner@cwf.org)  
Fax to: 757-565-8604  
P: 757-220-7462  
C: 757-532-7562

## MAILING ADDRESS

Because of limited storage space, exhibitors may ship items to Williamsburg no sooner than 3 days prior to the show. The exhibitor will pay a \$3.00 handling charge per delivered box or item and a \$100.00 handling fee per pallet. *(Items should be shipped to the Williamsburg Lodge where there is a loading dock and then those packages are then taken to the Woodlands Hotel & Suites)*

*Shipping Address:*

Attn: <<Exhibitor's Name>>, **VDS 2022 Annual Meeting**  
The Williamsburg Lodge  
310F South England Street  
Williamsburg, VA 23185

## PARKING INFORMATION

There is a parking lot adjacent to the Woodlands Hotel & Suites.

## ONLINE EXHIBIT DIRECTORY

We will have a **Virtual Exhibit Directory** on our website this year. This is a way to give our vendors maximum exposure. If you would like your company listed, please send the following items to me at [smcconnell@ramdocs.org](mailto:smcconnell@ramdocs.org). The deadline is **October 10** in order to be included.

- high-res company logo (jpeg or png)
- a short company description (30-40 words max)
- contact information for reps
- website link and/or links to social media platforms
- links to products/services (optional)

## PAYMENT

Your exhibit fee must be paid in full prior to the meeting. Payment can be sent to the address below or you may pay online at [www.vaderm.org](http://www.vaderm.org).

## VDS CONTACT

Susan McConnell, Society Manager  
Virginia Dermatology Society  
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