



VSR VIRGINIA SOCIETY OF RHEUMATOLOGY

SEPTEMBER 27 - 29, 2024

2024 ANNUAL MEETING

HILTON MCLEAN TYSONS CORNER

2024 Annual Meeting | September 27 – 29, 2024
Hilton McLean Tysons Corner | McLean, VA

Exhibit Information

- SET-UP TIMES:** Friday, September 27 | 4:00 p.m. - 7:00 p.m.
or
Saturday, September 28 | 6:00 a.m. – 7:00 a.m.
- SHOW TIMES:** Saturday, September 28 | 7:00 a.m. – 4:00 p.m.
Sunday, September 29 | 7:00 a.m. – 12:00 p.m.
Breaks with Vendors throughout the day; see [agenda](#) for specific break times.
All refreshment breaks will be held in the exhibit area.
- SOCIAL FUNCTIONS:** Friday, September 27th | Welcome Reception | 8:00 p.m. – 9:00 p.m.
(All Supporters welcome)
Saturday, September 28th | Poster Reception | 4:45 p.m. – 6:30 p.m.
(Diamond, Platinum, and Gold Supporters welcome)
- BREAKDOWN:** Sunday, September 29th | 10:30 a.m. - 1:00 p.m.
- EXHIBIT SPECIFICATIONS:** 6 ft skirted table, two chairs, and trash cans will be provided
- TABLE ASSIGNMENTS:** The exhibits will be located in the Atrium and Pre-Function Area at the Hilton. 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 meeting headcount & nametags for all vendors, please submit the names of all representatives who will staff your exhibit. Please email these names to vsrdirector@ramdocs.org.
- ELECTRICAL OUTLETS:** If you have any electrical needs, [please fill out this form](#).

Vendors will be responsible for any charges incurred.

PLAY TO WIN GAME:

We will drive them to your booth, now it's your turn to tell them about your company and services! At registration, attendees are given a *"Play to Win"* raffle card instructing them to see every exhibitor to receive a signature from each vendor. All you have to do is sign next to your company's name and return the card to the attendee. Participants will play to win one of two prizes! The raffle will be held on Sunday after the final networking

break.

HOTEL MAILING ADDRESS:

Packages for meetings may be delivered to the Hotel three (3) working days prior to the date of the function. Please note there is a storage fee of \$10.00 per box/per day that will apply for any boxes received under the following circumstances:

- Boxes weighing more than 50 pounds
- Boxes arriving prior to 3 business days prior to your event.

Any boxes over 50 pounds will need to be coordinated directly with your Conference Service Manager to ensure that they are able to be moved and stored properly. Please note fees may apply for boxes weighing over 50 pounds.

The following information must be included on all packages to ensure proper delivery:

Connie Chao, Virginia Society of Rheumatology

Company or Organization Name/ Vendor Name (First/Last)

7920 Jones Branch Drive

McLean, VA 22102

Box _____ of _____

OUTBOUND SHIPPING:

Vendors will need to box up, seal, and label their packages for the Hilton to coordinate pickup at the conclusion of the event. Any boxes can be taken to the front desk to ship out.

VSR CONTACT:

Tiffany Morina | Society Manager

Virginia Society of Rheumatology

2821 Emerywood Parkway, Suite 200, Richmond, VA 23294

Phone : (804) 205-9774 | E-mail : vsrdirector@ramdocs.org

Visit www.VSRONLINE.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!