



Exhibitor On-Site Information

WELCOME TO THE 18th ANNUAL CONFERENCE

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

EXHIBIT SET-UP

Setup is on **Thursday, November 12** anytime from **12:00 – 3:00 PM** or **Friday, November 13** from **6:00 – 7:00 AM**.

EXHIBIT HOURS

Thursday, November 12

3:00 – 6:30 PM | Exhibits Open
6:30 – 7:30 PM | Welcome Reception (*Exhibitors invited*)

Friday, November 13

7:00 AM – 5:00 PM | Exhibits Open
7:00 – 8:00 AM | Breakfast
10:15 – 10:45 AM | Break
11:45 AM – 12:40 PM | Lunch
2:10 – 2:35 PM | Break
5:00 PM | Adjourn

WELCOME RECEPTION WITH EXHIBITORS

The Welcome Reception will be held in the Pre-function Area on Thursday, November 12 from 6:30 – 7:30 PM. Vendors are encouraged to socialize during the reception and do not need to remain at their tables during the reception.

DISMANTLING EXHIBIT

Exhibitors may begin dismantling their exhibits after the afternoon Break, which ends at approximately 2:30 PM on Friday. Exhibits must be completely dismantled by 6:00 PM. Please be aware that attendees will still be in meetings, so please break down quietly.

SECURITY

Just a reminder that security is not provided. As defined in your contract, 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'll help drive attendees to your booth - now it's your opportunity to tell them about your company and services! At registration, attendees are given a **"Play to Win"** game card instructing them to see every exhibitor. 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 great prizes. The raffle will be held at the end of the conference on Friday afternoon.

NAMETAGS

Help us cut costs by returning your plastic name badge holders at the end of the conference.

QUESTIONS? JUST ASK!

We are here to assist you in any way possible. Please see VASM staff at the registration desk if you need any assistance.

CONTACT US

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SAVE THE DATE

The **19th Annual Conference** will be held on **October 21 & 22, 2027** at the Richmond Hilton Hotel & Spa at Short Pump in Richmond, Virginia. Hope to see you there!

