



Exhibitor On-Site Information

WELCOME TO THE 17th ANNUAL CONFERENCE

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

EXHIBIT SET-UP

Setup is on **Thursday, October 9** anytime from **11:00 – 2:00 PM** or **Friday, October 10** from **6:00 – 7:00 AM**.

EXHIBIT HOURS

Thursday, October 9

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

Friday, October 10

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

WELCOME RECEPTION WITH EXHIBITORS

The Welcome Reception will be held in the Prefunction Area on Thursday, October 9 from 6:30 – 7:30 PM.

DISMANTLING EXHIBIT

Exhibits can be taken down after the Afternoon Networking Break is scheduled to end at 2:35 PM on Friday. Please be aware that the 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 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"** 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.

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.

NAMETAGS

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

CONTACT US

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SAVE THE DATE

The **18th Annual Conference** will be held on **November 12 & 13, 2026** at the Richmond Hilton Hotel & Spa at Short Pump in Richmond, Virginia. Hope to see you there!