



**October 9 & 10, 2025**  
**Hilton Richmond Hotel & Spa at Short Pump ♦ Richmond, Virginia**

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## EXHIBIT INFORMATION

### SETUP/BREAKDOWN

*Setup: Thursday, October 9 from 11:00 AM – 2:00 PM*

*-or-*

*Friday, October 10 from 6:00 AM – 7:00 AM*

*Breakdown: Friday, October 10 by 6:00 PM*

### EXHIBIT HOURS

Exhibits will be open Thursday, October 9 from 3:00 – 7:30 PM during the speaker presentations and the cocktail reception. Vendors are encouraged to socialize during the reception and do not have to stand at their tables. Exhibits are also open on Friday, October 10 from 7:30 AM until 5:00 PM. *All refreshments will be served in the exhibit area. The conference agenda details the specific break times.*

### COCKTAIL RECEPTION

Join us for a cocktail reception on **Thursday, October 9** from **6:30 - 7:30 PM**. RSVP to [vasm@ramdocs.org](mailto:vasm@ramdocs.org).

### TABLE SPECIFICATIONS

Gold & Diamond Level supporters will be provided with a 6 ft x 30" skirted table and two chairs. **Platinum level** supporters will be provided with **two** 6 ft x 30" skirted tables and 4 chairs.

### TABLE ASSIGNMENTS

The exhibits will be in the **Pre-function Area** (*The educational sessions will be in Capital A-F Rooms*). When you arrive at the exhibit area, there will be a registration packet with your company name at your assigned table. (*Platinum level companies will be able to choose their table location prior to the conference*).

Your registration packet will include:

- Nametags for representatives
- Copy of Program
- List of attendees

## 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 [vasm@ramdocs.org](mailto:vasm@ramdocs.org). Additional badges can be purchased for \$200 [here](#).

## ELECTRICAL SERVICES

If necessary, please complete the [Exhibitor Services form](#) and return it to Nathan Murray at [nathan.murray@encoreglobal.com](mailto:nathan.murray@encoreglobal.com). Once the request form is submitted, an Encore Representative will contact you for an official order review and signature. **The deadline is October 3. Vendors are responsible for any charges incurred.**

## MAILING ADDRESS

*For deliveries less than 100 pounds:*

A \$5.00 per box handling and storage fee will be charged to incoming packages. They may arrive no earlier than three (3) days prior to the function. Due to the volume of packages handled, please notify the Hilton Catering Department (804/ 364-3600) prior to all deliveries.

All packages are to be delivered to:

Hilton Richmond Hotel & Spa/Short Pump  
Attn: Event Management Department (Ashley Tighe)  
12042 West Broad Street  
Richmond, VA 23233  
HOLD FOR: **VASM Annual Meeting / <<Company Name>>  
October 9 & 10, 2025 /<<Total Number of Boxes>> (i.e. 1 of 4)**

## PARKING INFORMATION

There are several parking options at the Hilton. There is a parking deck, a parking lot adjacent to the hotel and a gravel parking lot near to hotel for overflow parking.

## 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.vasleepmedicine.com](http://www.vasleepmedicine.com).

## VASM CONTACT

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*Thank you for your support!*