



November 2 & 3, 2023

Hilton Richmond Hotel & Spa at Short Pump ♦ Richmond, Virginia

EXHIBIT INFORMATION

SETUP/BREAKDOWN

Setup: Thursday, **November 2** from **2:00 – 4:30 PM** **or**
Friday, **November 3** from **6:00 – 7:00 AM**

Breakdown: Friday, **November 3** by **5:00 PM**

EXHIBIT HOURS

Exhibits will be open **Thursday, November 2** from **4:30 – 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, November 3** from **7:00 AM** until **5:00 PM**. All refreshments will be served in the exhibit area. The conference agenda details break times.

COCKTAIL RECEPTION

Join us for a cocktail reception on **Thursday, November 2** from **6:30 - 7:30 PM**. RSVP to smcconnell@ramdocs.org.

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 **Prefunction 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 & Diamond 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 smcconnell@ramdocs.org.

ONLINE EXHIBIT DIRECTORY

We will have an **Online 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. The deadline is **October 9** 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)

ELECTRICAL SERVICES

If you will need electricity, high speed internet or phone service at your booth, please complete the Exhibitor Services form attached and return it to Nathan Murray at 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 16.**

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
12042 West Broad Street
Richmond, VA 23233

HOLD FOR: **VASM Annual Meeting / <<Company Name>>**
Date of Meeting /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.

VASM CONTACT

Susan McConnell, Society Manager
Virginia Academy of Sleep Medicine
2821 Emerywood Parkway, Suite 200 | Richmond, VA 23294
(804) 622-8139 phone | (804) 788-9987 fax
E-mail: smcconnell@ramdocs.org

Thank you for your support!