



2019 VRWA Exhibit Information

April 15 - 17, 2019 at The Hotel Roanoke Conference Center, Roanoke, Virginia

Why should you be there

- It gives you the opportunity to meet with your customers all under one roof
- Gives you the opportunity to interact directly with your customers
- And because we are the best conference on the east coast

BOOTH ASSIGNMENTS – IMPORTANT INFORMATION

- Booths will be assigned to VRWA Members **first** – after **February 1, 2019** booth sales will be opened to non-members
- Booths are assigned first come first serve basis
- Registrations **MUST** be paid in full before booth assignments are made, **AND** include signed exhibitor agreement

Exhibitor setup and breakdown

- You can begin setup on Monday, April 15th at 11:00 am. Setup must be completed by 6:00 pm Monday
- **Breakdown** begins after the vendors grand drawing **Wednesday April 17th at 11:30 am**. We ask that you not break down ahead of time unless you have made prior arrangements

Loading/Unloading Area:

- You are to unload at the Conference Center entrance off of Wells Avenue. The Roanoke Ballroom is located just inside the door.

Exhibit hall hours

- 6:00 pm – 7:30 pm Monday, April 15th
- 7:30 am – 6:30 pm Tuesday April 16th opening with a continental breakfast
- 7:30 am – 11:30 am Wednesday, April 17th opening with a continental breakfast

NOTE: Wednesday breakdown will be at 11:30 am after closing of the exhibit hall

Exhibit hall receptions

- 6:00 pm – 7:30 pm light refreshments and door prizes – Opening of the Exhibit Hall - Monday, April 16th
- 5:00 pm – 6:30 pm light refreshments & door prizes – Vendors Night Tuesday, April 16th

Booth prices includes

- Pipe and drape (8-ft back drape, 3 ft side drape)
- One 110 V electrical outlet
- Booth identification sign

- 6 – foot draped table
- Two side chairs – Wastebasket
- Technical sessions, breaks, breakfast both days and **lunch on Tuesday ONLY**

Booth Prices

- Main hall, regular booths are \$740 Members (2 attendees) - \$890 Non-Members (1 attendee) – 10 x 8
- Prefunction (Pink) booths are \$790 Members (2 attendees) - \$940 Non-Members (1 attendee) – 10 x 6
- Corner booths (Blue) are \$815 Member (2 attendees) - \$965 Non-Members (1 attendee) – 10 x 8
- Near Food booths (Green) are \$840 Member (2 attendees) - \$990 Non-Members (1 attendee) – 10 x 8

Exhibit shipping and handling

- Hollins Exhibit will be handling shipping. They will contact you several weeks prior to conference with further information and instructions. If you need additional accessories you may contact Woody Weaver at ww Weaver@hollins-expo.com or call 540-362-3940 ext 118.

Fish Bowl Drawings

- Vendors are encouraged to have their own fish bowl drawings at their booths. There will be a winner's board outside of the exhibit hall to post the names of the winners. You are responsible for posting the winner's name and delivering the prize.

Lodging Information

- Reservations are made by individuals no later than Friday, March 22nd, 866-594-4722 or <https://book.passkey.com/event/49816028/owner/9515698/home>
- Room rate will be \$134.00 single/double plus taxes – mention VRWA for rate
- **One night non-refundable deposit required**
- Parking will be \$10.00 self-park and \$16.00 for valet parking, daily \$1.00 - \$8.00

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