



2019 Virginia Environmental Health & Safety Conference

Exhibitor Fact Sheet

September 18-19, 2019

Hilton Hotel and Conference Center

12042 West Broad Street,

Richmond 23233

Cost: VMA Member/\$500 and Non-Members/\$1,000

Exhibit Package

Exhibitor registration includes access to the conference for two people, lunch and cocktail reception on Wednesday, continuous break service on both days and breakfast Thursday morning. The exhibit space includes a 6 ft. skirted banquet table. You may bring your free-standing booth backdrop as long as it is no bigger than 8 ft. wide. **Electricity and/or phone lines need to be ordered from the hotel by contact the Convention Servicing Manager.**

Registration

All people attending the conference, in addition to the two exhibitors included under the cost of exhibiting, must be registered as an attendee.

Exhibit Dates & Times:

Exhibit Set-Up: Wednesday, September 18th - 9 a.m.

Exhibits Open: Wednesday, September 18th – 10a.m. to 7p.m.

Thursday, September 19th - 7:30 a.m. – 12 noon

Exhibit Tear-down: Thursday, September 19th - 12 p.m. – 3:00 p.m.

Booth Assignments

Booth space is not pre-assigned and on a first come-first serve basis. **Come early to claim your spot!**

Shipping Cost & Responsibility

Shipping, receiving, set-up and break-down and return shipping of any company materials are the responsibility of each Exhibitor.

By registering as an Exhibitor and paying the exhibitor fee, you are agreeing to the rules & guidelines set forth in this document.

For questions regarding shipping, please contact the Convention Servicing Manager.

For all other questions, please contact Kimberly Noonan at (804) 528-4482.

