

Oct. 27-29
Richmond, Virginia



2024 Fall Conference

Business Partner CHECKLIST



Register: All current Business Members Levels 1-7 are invited to register. Registration opens July 31.

Deadline to register is October 11*. Due to membership capacity, VASS is unable to register new businesses.

Exhibitors (Levels 4-7 only): *REGISTER BY SEPTEMBER 25 TO RESERVE YOUR BOOTH. Exhibition spaces are reserved for current Level 4-7 partners. Due to space constraints, VASS is unable to offer exhibition spaces to additional businesses. Level 1-3 business members who register for the conference are invited to participate in all Monday and Tuesday activities during the main program hours.

- Exhibition space set up: Partners will be able to set up booths on Sunday, October 27 beginning at 2 p.m. Please have booths fully set up by 5:30 a.m. on Monday, October 28. For security, the conference area will be locked after 10 p.m. on Sunday and unlocked at 5 a.m. on Monday.
- Exhibition spaces include a 6-foot table and two chairs. Electricity is \$40. Please indicate in your registration if you need electricity, and an invoice will be sent to your billing contact.
- Exhibitor space assignments will be emailed to exhibitors by September 30.
- Exhibitor schedule: Exhibitor tables are in the same area as conference activities. Attendees may visit tables throughout the program hours. We have designated times during the program to encourage exhibitor visitation as well.
- Shipping-to ensure proper delivery of packages, please use the following address information on each package sent to the hotel. Materials should not arrive prior to 3 days before the event.
Richmond Marriott Downtown
Attn: Kim Carragher, VASS Fall Conference, October 27
VASS Fall Conference Booth #
500 East Broad Street
Richmond, VA 23219
- Breakdown of exhibit spaces can begin on Tuesday around 11 a.m.

Partner videos (Levels 3-7 only)

30-second video: VASS will use the same video that was played at the previous conference, if you shared one. If you would like to submit a new video, please submit it by **October 1**. The video must be downloadable (not a youtube link) and **no longer than 30 seconds**. Please email your downloadable version of your new video to c.babb@vassonline.org or upload your new video here: [Submit your new video here](#)

Attendee list: A list of attendees will be shared with all partners on October 1 and again on October 14.