

Detailed Exhibitor Information

2020 VASS Annual Spring Conference

The Virginia Association of School Superintendents provides exhibition space for vendors during the Annual Spring Conference, which will be held April 26-28, 2020, at The Hotel Roanoke.

Superintendents from all Virginia public school divisions as well as VASS Business Members are invited to attend this Annual Conference, which provides both professional learning and networking opportunities for all participants. Sponsoring an Exhibition Booth at the VASS Annual Spring Conference should provide your business with an excellent opportunity to build relationships with current and future clients.

EXHIBITION SCHEDULE:

Booths will be on display from 5:30 p.m. on Sunday, April 26, 2020, through NOON on Tuesday, April 28, 2020.

Superintendents will be encouraged to visit booths during the following times on Monday, April 27, and on Tuesday, April 28:

Breakfast (7 a.m. – 8 a.m.)

Morning and Afternoon Breaks

Break Out Sessions on Monday (11:15 a.m. – Noon) and Tuesday (9:15 a.m. – 10:15 a.m.)

On Sunday, April 26, there will be a Reception for all conference participants held in the Exhibition Area from 6:30 p.m. – 7:30 p.m.

Booth Representatives will also have the opportunity to network informally with Superintendents and other Conference Participants during General Session presentations in the Ballroom and during meals, as well as during all of the numerous receptions and other social events listed on the Conference Program.

BOOTH SET-UP:

Exhibitors are asked to CHECK IN at the Registration Table when they arrive.

Registration will be set up and Exhibit Booths will be in place, ready for Exhibitors to “move in,” by 2:30 p.m. on Sunday, April 26. Please be sure to check in so that you are given internet access codes and other information needed by Exhibitors.

Exhibitors are encouraged to set up their display in their assigned booth between 2:30 p.m. and 5:30 p.m. on Sunday, and we hope that most booths are ready for viewing during the Reception which begins at 6:30 p.m. on Sunday, April 26. However, if your schedule does not permit this Sunday set-up, we do understand.

The DEADLINE for having your booth set up is 7 a.m. on Monday, April 27, when the Conference officially begins.

If you have materials for your booth that you need to unload from your car, you may park temporarily in the circle outside the North Entrance to the Convention Center (off Wells Avenue). However, that area is designated as a fire lane, so you will need to move your car as soon as possible to the nearby self-park lot.

BOOTH DISPLAY SHIPMENTS:

Any booth materials which you are not BRINGING with you **MUST** be shipped directly to Hollins (a drayage fee will be charged). ***Booth materials SHOULD NOT BE SHIPPED directly to The Hotel Roanoke.*** The Hotel is not built or staffed to handle freight-related items, and smaller packages have gotten lost several times in the past.

The DEADLINE by which all shipments MUST ARRIVE at HOLLINS is WEDNESDAY, April 22, 2020.

Please be sure that your company's name and your booth number (provided on the List of Exhibitors that you will receive by Friday, April 3) are on the address label for EACH PACKAGE which you ship to Hollins.

Please LABEL your shipments to Hollins as follows:

Company Name AND Booth Number

For: VASS Annual Conference

c/o: Hollins Exposition Services

7615 Williamson Road

Roanoke, VA 24019

BOOTH SPECIFICATIONS:

BOOTH SIZE:

Each booth is 8 feet wide by 6 feet deep.

Please do not plan to bring a set-up which will not fit into the 8' x 6' booth space.

BOOTH SET-UP PROVIDED:

Hollins Exposition Services will be handling the basic set-up of booths in the Exhibition Area.

Your booth will be FULLY EQUIPPED with all of the following:

Back Drape (8' high) and Side Dividers (3' high) (in burgundy and white)

Booth Identification Sign

One six-foot, draped Display Table

Two Chairs (additional chairs available at no charge upon request)

One (120-V) Electrical Outlet

Internet Access

If you do NOT need the basic BOOTH Set-Up (Back Drape, Side Dividers, and Display Table), please let Liza Scallet know ASAP. You will receive an information packet electronically from Hollins Exposition Services which includes a list of other items (such as ADDITIONAL electrical outlets, and display materials) and services which you can purchase (for an additional fee), if you choose to do so. If you have not received this Exhibitor Kit by April 3, please contact Liza Scallet. The DEADLINE for ordering additional Booth Materials from Hollins is Friday, April 17.

Please NOTE: Almost EVERYTHING you WILL NEED IS PROVIDED in the basic booth set-up.

The entire Exhibition Area is carpeted, so you do not need to order carpet (unless you wish to do so for added comfort or aesthetic reasons). If there are other special needs that you have (such as for AV equipment, telephone line, a modem, etc.), please notify Liza Scallet in advance so she can make arrangements with The Hotel Roanoke. We have arranged with the Hotel Roanoke for all Exhibitors to have Internet Access (at no additional charge); Representatives will be given internet information when they CHECK IN at Registration.

BOOTH BREAK-DOWN:

Exhibitors are asked to break down their displays between 12:00 p.m. and 2:30 p.m. on Tuesday, April 28, 2020.

Exhibitors who need to break down earlier than 12:00 p.m. on Tuesday are asked to work out an appropriate schedule with Liza Scallet when Booth Representatives check in at the Registration Table.

If the company shipped freight/materials in through Hollins, once boxed up by the Exhibitor, Hollins will make sure those items get to the loading dock for the Exhibitor's carrier to pick up.

It is the exhibitor's responsibility to arrange for carrier pick up at show site. However, if the carrier does not arrive by 3:30 p.m. on Tuesday, Hollins will take the materials back to their warehouse, and then take it to a UPS or Fed-Ex terminal the next day. If Hollins has to do this, there is a modest "return to warehouse" fee that is applied. It is Hollins' responsibility to clear the floor of all show related items by 3:30 p.m.

QUESTIONS, CONCERNS, and/or SUGGESTIONS? Please contact Liza Scallet (L.Scallet@vassonline.org).