

Dear VRMA Exhibitors,

Thank you for your support of the upcoming VRMA Spring Forum, April 15-16, 2019! In preparation for your participation as a current Exhibitor, please read the below information and forward it to any colleagues who will be handling VRMA exhibit logistics.

To view the current floor plan with your location, please click [here](#).

EXHIBITOR SCHEDULE

Move-In

Sunday, April 14, 2019 12:00pm - 5:00pm

Monday, April 15, 2019 7:30am - 9:30am

Show Hours

Monday, April 15, 2019 10:00am - 7:30pm

Tuesday, April 16, 2019 7:30am - 3:00pm

Move-Out

Tuesday, April 16, 2019 3:00pm - 7:00pm

EXHIBITOR SERVICE KIT

The General Services Contractor for 2019 VRMA Spring Forum is Alliance Expositions. Your main trade show contact will receive an email from Alliance by the end of the week.

UPCOMING DEADLINES

Friday, February 15 (Early Bird Deadline)

[Exhibitor Registration](#) – Register Now!

You should have received your code to register your booth personnel in a separate communication to your primary contact. If you need the promo code again, please contact Jenn Welby at vrmaexhibits@vrma.org. If you need to purchase additional badges outside of your complimentary allotment, you can please click [here](#) for registration options and fees.

Wednesday, March 13

Hotel reservation cutoff for the Westin Charlotte to receive the official reduced conference rate. To book your hotel reservation, click [here](#).

Friday, March 15

Alliance advance order discount deadline.

Friday, March 15

Submit your company description by **March 15** for inclusion in the VRMA Mobile App. If you need to make any edits after you submit, please email Jenn Welby at vrmaexhibits@vrma.org.

Company Descriptions Link: <https://www.surveymonkey.com/r/3XP7BHG>

Friday, March 22

Deadline to order Lead Retrieval. To order, click [here](#).

EXHIBITOR RESOURCES

For the most current schedule of events, please visit the VRMA website [here](#).

As always, please contact us if you have any questions.

Thank you for your continued support in VRMA and we look forward to seeing you in Las Vegas!

Jenn Welby

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