

Dear VRMA Exhibitors,

Thank you for your support of the upcoming VRMA Spring Forum, April 15-16, 2019 in Charlotte! In preparation for your participation as an 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, 12:00pm - 5:00pm

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

Note: All booths must be fully set by 9:30 am on Monday.

Show Hours

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

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

To view a full schedule that includes dedicated exhibit hall time, visit the [VRMA Spring Forum Schedule of Events](#).

Move-Out

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

EXHIBITOR RESOURCES PAGE

To help make the most of your exhibit experience, check out the VRMA Exhibitor Resources page which includes all current exhibitor information. As more information becomes available, it will be posted [here](#).

EXHIBITOR SERVICE KIT – Now Available!

Alliance Expositions is the official general service contractor for the VRMA Spring Forum. The service kit includes shipping information, ordering information for booth furniture, carpeting, electrical, Internet, lead retrieval, rigging and additional services.

The primary contact for your booth should have received an email from ExhibitorAssistance@alliance-exposition.com inviting you to log in with your username (your email address) and a temporary password. Please add ExhibitorAssistance@alliance-exposition.com to your “safe senders” list, to prevent this email from being misdirected to spam. If you do not receive the email, please check your spam folder. If you have not found the email, please contact Exhibitor Services at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com.

EXHIBITOR LEAD RETRIEVAL

Lead retrieval devices are available for Spring Forum and are highly recommended to gain the most qualified leads visiting your booth throughout the event. Be sure to order your lead retrieval device in advance to get the best rental rate. For the lead retrieval order form, please click [here](#).

[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](#). If you need to purchase additional badges outside of your complimentary allotment, click [here](#) for all registration options and rates.

UPCOMING DEADLINES

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. To login to the exhibitor service kit, click [here](#).

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](#).

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

Friday, March 22

Deadline to order Lead Retrieval. To order, click [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 Charlotte!

Jenn Welby

VRMA Spring Forum Exhibits Coordinator

Phone: 312-673-4938

Email: vrmaexhibits@vrma.org

Jackie Janus

VRMA Spring Forum Exhibits Manager

Phone: 312-673- 4785

Email: vrmaexhibits@vrma.org