



2024 VRWA Exhibit Information

April 15-17, 2024

Hotel Roanoke Conference Center, Roanoke, Virginia

Why should you be there?

- Meet with your customers all under one roof.
- Interact directly with your customers.
- Attend the best conference on the east coast.

BOOTH ASSIGNMENTS – IMPORTANT INFORMATION

- Booths will be assigned to VRWA Members **first**. After **February 1, 2024**, booth sales will be opened to non-members.
- Booths are assigned first come first served.
- Registrations **MUST** be paid in full **AND** include signed exhibitor agreement before booth assignments are made.

Exhibitor setup and breakdown

- You can begin setup on Monday, April 15th at 11:00 am. Setup must be completed by 5:30pm Monday.
- **Breakdown begins after** the vendors grand drawing **Wednesday April 17th at 11:30 am**. We ask that you do not break down ahead of time unless you have made prior arrangements.

Loading/Unloading Area:

- You are to unload at the Conference Center entrance off Wells Avenue. The Roanoke Ballroom is located just inside the door.

Exhibit hall hours

- 5:30 pm – 7:00 pm Monday, April 15th
- 7:30 am – 6:00 pm Tuesday April 16th opening with a continental breakfast
- 7:30 am – 11:30 am Wednesday, April 17th opening with a continental breakfast

NOTE: Wednesday breakdown will be after the closing of the exhibit hall at 11:30 am, NOT earlier.

Exhibit hall receptions

- 5:30 pm – 7:00 pm light refreshments and door prizes – Opening of the Exhibit Hall - Monday, April 15th
- 5:00 pm – 6:00 pm light refreshments & door prizes – Vendors Night Tuesday, April 16th

****NEW for 2024 – OUTDOOR VENDOR SPACES****

Spaces are limited. Contact VRWA for details.

Booth prices includes

- Pipe and drape (8-ft back drape, 3 ft side drape)
- One 110 V electrical outlet
- Booth identification sign
- 6 – foot draped table
- Two side chairs – Wastebasket
- Technical sessions, breaks, breakfast both days and **lunch on April 16, Tuesday ONLY**

Booth Prices

- White booths are \$900 Members (2 reps) / \$1500 Non-Members (1 rep)
- **Pink** booths are \$1000 Members (2 reps) / \$1600 Non-Members (1 rep)
- **Blue** booths are \$1100 Member (2 reps) / NOT available for Non-members
- **Green** booths are \$1200 Member (2 reps) / NOT available for Non-members

Exhibit shipping and handling

- Hollins Exhibit will be handling shipping. They will contact you several weeks prior to conference with further information and instructions. If you need additional accessories you may contact Kris Peter at kpeter@hollins-expo.com 540-362-3940 ext. 115

Fish Bowl Drawings

- Vendors are encouraged to have their own fish bowl drawings at their booths. There will be a winner's board outside of the exhibit hall to post the names of the winners. You are responsible for posting the winner's name and delivering the prize. Drawings should be done between 11:00am and 11:30am, Wednesday, April 17.

Lodging Information

- Hotel Roanoke reservations are made by individuals no later than Monday, March 15, or until sold out by calling 866-594-4722 or online at <https://book.passkey.com/e/50577834>
- Room rate will be \$148 per room/per night plus taxes – mention VRWA for rate.
- **One night non-refundable deposit required**
- Parking will be \$15* self-park and \$21* for valet parking, daily \$10-15*

*subject to change

VIRGINIA RURAL WATER ASSOCIATION

2138 Sycamore Avenue / Buena Vista VA 24416 / P: 540. 261. 7178 F: 540. 261. 2465 / email@vrwa.org