2017 EXHIBIT AND TRADE SHOW INFORMATION

135th Annual Convention ~ September 8-10, 2017
Wyndham Oceanfront, 5700 Atlantic Ave
Virginia Beach, Virginia

Friday, September 8, 2017
6:00 p.m. – 8:00 p.m.
Times subject to slight change
Reception will be held in the exhibit area

Saturday, September 9, 2017
11:30 a.m. – 1:30 p.m.
Times subject to slight change
Lunch will be served in the exhibit area

No Other Activities Will Be Scheduled During Exhibit Times!

INSTALLATION OF EXHIBITS
All exhibit backdrops and dividers will be completed and exhibit space will be ready for exhibit set-up by 1:00pm on Friday, September 8, 2017. Exhibitors will not be allowed into the exhibit hall prior to 1:00pm. Friday afternoon.

REMOVAL OF EXHIBITS
Exhibits must be removed by Saturday, September 9, 2017 Immediately following the close of the Exhibit Show.

GENERAL REQUIREMENTS
1. No exhibitor may sublet any part of his space, or display merchandise of other manufacturers or dealers where no direct business connection exists between them.
2. Exhibits must conform to size of space and must not be of such nature or arrangement as to obstruct the view of or interfere with other exhibits.
3. The Wyndham (Facility) reserves the right to refuse equipment or materials which may cause damage or harm to the Facility.
4. Exhibitors are expected to use reasonable caution when installing and dismantling booths as to avoid damage to the Facility.
5. All food and beverage must be provided by the Facility Catering Department. No food products may be brought in by exhibitors.
6. Smoking, chewing gum, peanut shells, and similar activities/items are not permitted in the exhibit hall.
7. No open flames are allowed in the Facility.

BOOTH COSTS
The exhibit fee is $950 per single booth. Fifty-percent (50%) of the total cost of any booth or booths is payable on submission of a contract to the Virginia Pharmacists Association (VPhA). The remaining 50% is to be paid on or before August 1, 2017.

CANCELLATION BY VPhA
VPhA reserves the right to cancel exhibit space, with no refund, if payment in full is not received by August 1, 2016. Furthermore, requests for exhibit space will not be accepted after August 1, 2017 unless accompanied by payment in full.

CANCELLATION BY EXHIBITOR
For cancellations prior to August 1, 2016, payment made to VPhA in excess of the initial 50% deposit is refundable. NO refund of exhibit fees will be made on cancellations received after August 1, 2017.

BOOTH SIZE, FURNISHINGS AND SERVICE
Standard booths are 8’ wide and 6’ deep. Please refer to the Booth Costs section of this Information Sheet for exceptions. Each standard booth is provided a sign, one draped table and two chairs. Joint booths will be provided two tables and four chairs. All booths are constructed with backdrops and dividers. Exhibitors will be notified as to VPhA’s preferred contractor for staging, booth structures, etc. when their exhibit space contract is confirmed.

OVER
ELECTRICAL, TELEPHONE, AND OTHER UTILITY SERVICE
All utility service requirements must be finalized and reviewed by the Facility Engineering Department by August 10, 2017. Electrical request forms are enclosed in this packet and fees should be included in the Exhibit Fee and returned to VPhA at the address on the form. All billing for utility service (other than electrical) shall be handled by the facility and the exhibitor and arrangements for utility service must be finalized by August 10, 2017. Payment for utility service is expected to accompany the request unless alternate arrangements are made in advance with the Facility. VPhA will not arrange utility service and will not act as an intermediary for billing.

SECURITY
Adequate security measures will be taken by VPhA to assure maximum safety in the exhibit hall. Unauthorized persons will be excluded. However, neither VPhA nor the Facility will be responsible for the loss of property of exhibitors by theft, nor damage by fire, water, accident or other causes. It is expressly understood and agreed that the exhibitor will make no claim of any kind against VPhA or any of its members or employees, or the Facility for any loss, damage to, or destruction of goods, nor for any injury of any nature or character whatsoever. If liability insurance is desired, it should be arranged by the exhibitor.

TRANSFER AND STORAGE
Exhibitors will be notified as to VPhA’s preferred contractor for transfer and storage arrangements when their exhibit space contract is confirmed. A detailed rate sheet and request form will accompany your confirmation letter. If you desire more information sooner, please contact VPhA. The contractor will deliver exhibit materials to the Facility by 1:00pm., Friday, September 9, 2017. Pick up of materials immediately following the close of the show on Saturday, September 10, 2017. The Facility will not accept shipment of exhibit materials.

REGISTRATION AND ROOM RESERVATIONS
Ample rooms have been blocked at the hotel. All room reservations must be handled through the hotel directly. For Reservations call the Wyndham, Virginia Beach, VA at 1-800-365-3032. Deadline for the “group rate” is August 5, 2017. Additional reservation information, convention registration forms and convention schedules will be sent with the exhibitor confirmation packet, and will be available through the VPhA office, and at the official registration desk in the Facility during the convention. One free daily registration is allowed for each booth (for the days that exhibits are open), however if more than one representative wishes to attend convention functions or CE seminars, full/daily registration or individual event tickets may be purchased separately.

BADGES
Registrants attending the convention will be provided distinctive badges for easy identification and will be requested to wear them at all times during the meeting.

SPECIAL EVENTS AND PRIZE DRAWINGS
As a means of encouraging the attendees to visit the exhibits a reception will be held on Friday in the Exhibit area. In addition, the Association will conduct announcements in the exhibit area. Exhibitors are encouraged to have door prize drawings at their booth.

GENERAL INFORMATION
- All exhibit hours will be dedicated to display time only and will not conflict with other convention events. (Except those events scheduled for the exhibit area as a means of increasing attendance.)
- Exhibitors are invited to participate in all Convention activities.
- Exhibits will be accepted on a first-come-first served basis. Please make your reservations early!
- A list of exhibitors will be published in the yearbook edition of the Virginia Pharmacist and a list will be distributed to attending pharmacists.
- Direct sales of products and/or job recruiting will be permitted at the exhibit booth.

THANK YOU!
The Virginia Pharmacists Association and the pharmacists of Virginia thank you in advance for your support! We look forward to seeing you in September!

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