



Exhibitor Participation Information Form

Thursday, April 2, 2009 | 9:00am - 2:00 p.m.*

If you have not already done so, please submit the information below to adamsh@vcu.edu ASAP:

- Company Name as it should appear on signage and promotional materials
- Level of Sponsorship (paying by check or credit card; call in credit card # & expiration date info)
- Name, email, and office and mobile numbers of each attendee
- Equipment requirements – electricity, # of wireless accounts and parking passes needed
- Assistance with unloading equipment

Fair Logistics

Accommodations: Rooms have been reserved at the Linden Row Inn (800-348-7424 or 804-783-7000) for 3/31 & 4/1 under VCU Technology Fair for a special rate of \$95 per night plus tax. Reservations must be made by **Friday, March 20th!**

Setup: Vendor & Display Set-up begins @ 7:30 a.m.; Event Starts @ 9:00 a.m. **Continental Breakfast will be provided during set up.**

Location: Tompkins-McCaw Library for the Health Sciences, VCU Libraries
509 N. 12th Street, Richmond, VA 23298
804-828-0636 (Main Number)

Location Map & Links to Surrounding Area: <http://www.vcu.edu/maps/mcvmap/mcvmapov/b.htm>

Tompkins-McCaw Library Building Map: <http://www.vcu.edu/maps/mcvmap/tompk/tompk.htm>

Exhibitor Tables: Some tables will be located in the Special Collections and Archives Room located on the 1st floor of Tompkins-McCaw Library and some tables in the open area on main floor. A table will be assigned to each vendor. Signage will be provided.

Shipping: You may ship your materials to our library prior to the fair beginning **Thursday, March 26, 2009**. Although the library is open 7 days per week, please schedule your packages to arrive on a weekday. All packages should be addressed to:

Shannon Jones, Head, Outreach Services
Tompkins-McCaw Library for the Health Sciences, VCU Libraries
509 N. 12th Street, Richmond, VA 23298

Loading and Unloading: The library has a handicap accessible door located near the Richmond Academy of Medicine building at the intersection of 12th and Clay Streets. This door opens into the hallway leading to our Special Collections and Archives Room where exhibit tables will be located.

Parking: Parking will be provided in the Eighth Street Deck. An **exit pass** will be given to all vendors when they arrive for the event. **Eighth Street Parking Deck:** <http://www.vcu.edu/maps/mcvmap/pdes/pdes.htm>

Vendor Stickers: To assist our vendors in getting visitors to their tables, each vendor will be provided stickers. Please place one sticker on the door prize entry form as people visit your table. Only those participants who have secured at least 7 or more stickers are eligible to enter the raffle and there is only one entry per participant.

Any questions...need more information....contact Shannon Jones at 804-828-0626 or sdjones@vcu.edu or Thelma Mack at 804-828-0017 or mackta@vcu.edu