



Exhibitor Participation Information Sheet

Tuesday | April 1, 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 Sit-Up Begins @ 7:30 a.m.; Event Starts @ 9 a.m. **Continental Breakfast will be provided during set up.**

Location: University Student Commons Richmond Salons, James River Terrace & Virginia Rooms
907 Floyd Avenue | Richmond, VA 23284 | 804-828-6500

Location Map & Links to Surrounding Area: <http://www.vcu.edu/maps/acmap/unstucom/unstucom.htm>
Student Commons Building Map: <http://www.students.vcu.edu/commons/facilities/maps/>

Vendor Tables – A table(s) will be assigned to each vendor. Signage and a table skirt will be provided.

Loading Zone: The loop in front of the Floyd Street entrance of the University Student Common, 907 Floyd Street, will serve as the loading zone. Loading should occur between 8:30-9:30am. A flat bed cart will be available, if needed. There is a door at the loading zone leading to a freight elevator which will take you to the Richmond Salon Room area.

Parking: Parking will be provided in the Main Street Parking Deck and the Broad Street Parking Deck will serve as a backup parking facility. An **exit pass** will be given to all vendors when they arrive for the event.

Main Street Parking Deck: 801 West Main Street
<http://www.vcu.edu/maps/acmap/wmpark/wmpark.htm>

Vendor Presentations: Will be held in Richmond Salons

Vendor Stamps: To assist our vendors in getting visitors to their tables, each vendor will be provided a stamp and stamp pad. Please stamp the door prize entry form as people visit your table. Lunch will only be available to those participants who have secured at least 7 vendor stamps on their entry form.

**Any questions...need more information....contact Hope Adams @ 804-828-3653 or adamsh@vcu.edu
additional information available @ <http://www.library.vcu.edu/tml/techdays/index.html>**