



Trade Show Exhibitor Information

Greater Richmond Convention Center

Tuesday, September 13, 2022

Booth Information & Floor Plan

Your company has contracted booth space to exhibit at the 2022 VHCA-VCAL Trade Show on Tuesday, September 13 at the Greater Richmond Convention Center.

[Click here](#) to view the expo floor plan.

Your 10' wide by 10' deep booth includes the following:

- One 8' high back wall drape
- 3' high side divider drape
- One 7" x 44" booth identification sign
- Booth sign
- One 6' draped table and two chairs
- One wastebasket
- Lunch for two exhibitors. (See Exhibitor Badges & Lunch section for info on how to reserve your lunches.)

Note: The exhibit hall is carpeted.



Schedule

Exhibitor Set-Up | 8:00 am–12:00 pm

Lunch | 12:15 pm–1:15 pm

Trade Show Hours | 1:15 pm–4:00 pm

Refreshment Break | 2:15 pm

Reception | 3:30 pm–4:00 pm

Exhibitor Breakdown | 4:15 pm–8:00 pm

Exhibitor Service Kit

Use the [Information and Order Forms](#) from **Hollins Exposition Services** if you need furnishings, electrical or phone/internet service for your booth return completed forms promptly to Hollins:

Hollins Exposition Services

121 North Chimney Rock Road

Greensboro, NC 27409

Phone: (336) 315-5225

Fax: (336) 315-5220

tpugh@hollins-expo.com

Please note the important dates provided with the Information and Order Forms, as well as the advance shipping options.

Exhibitor Badges & Lunch

Complete the [online form for your name badges and lunch](#). Up to two lunches are included with the booth fees. Additional lunches are \$45 each.

Trade Show Activities & Prize Drawing Guidelines

VHCA-VCAL Prizes

VHCA-VCAL offers cash prize drawings during the Trade Show to increase attendance. Drawings will be held for three VHCA-VCAL cash prizes and a grand prize. Each attendee will be eligible and must be present at the time of the drawings during the Trade Show to win!

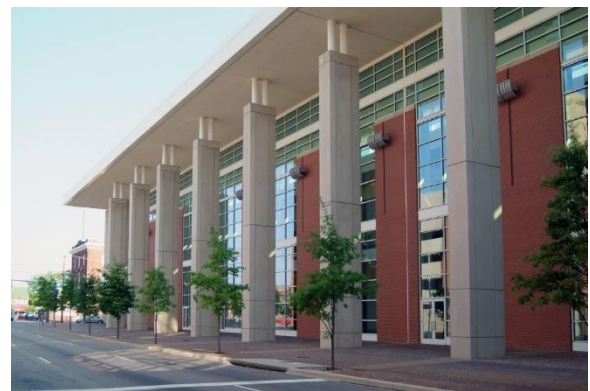
VHCA-VCAL will provide each exhibitor with a container to collect attendee business cards. Containers will be randomly designated for each of the VHCA-VCAL cash prizes to encourage attendees to visit all booths. Attendees will leave a business card at the booths they visit in the container. During Trade Show Reception, VHCA-VCAL staff or a member of the Convention and Trade Show Committee will select winners for VHCA-VCAL prizes.

In addition, the VHCA-VCAL Nurse Scholarship Committee will be selling raffle tickets in support of long term care nurses. Please come prepared and support those who make a difference with the frail and elderly.

Exhibitor Booth Prizes

Offer a prize to boost your booth attendance. If you chose to offer a booth prize, you are welcome to choose your winner from the VHCA-VCAL-provided container used to collect attendee business cards.

If you would like your winner to be announced at the event, please come to the front desk to notify us and we will have the announcement made.



Venue

Greater Richmond Convention Center
403 N. Third Street
Richmond, VA 23219

Visit visit www.vhca.org/2022convention for more information on the Convention & Trade Show.