

Exhibitor Information

Exhibit Hours

Tuesday	5:30 p.m. – 7:30 p.m.
Wednesday	8:00 a.m. – 5:00 p.m. and 6:00 – 7:00 p.m.
Thursday	8:00 a.m. – noon
Friday	-----

Refreshment Breaks

Refreshment breaks will be held in the exhibit area to encourage traffic.

Installation and Dismantling

Cartons and packages should be shipped to arrive at the hotel no earlier than three days prior to the conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your Name, 3. Company Name, 4. Date of Function (Aug. 16-19, 2011), and 5. Hold for Arrival. A complete return address label on cartons is also requested. Exhibit setup will take place Tuesday from 12:00 p.m. - 5:00 p.m. Dismantling will take place Thursday from 12:00 Noon – 5:00 p.m. (Contact conference coordinator for exceptions).

The hotel address is:

The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, Virginia 24016

Exhibit Space Layout

Each standard exhibit space will include one 6 ft. draped table. The floor is carpeted. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity and phone lines will be arranged individually. **A form is included to allow exhibitors to order these services.** (Attach link to form)

Exhibit Space Assignment

Exhibit spaces will be assigned based on display design, electrical, and phone line requests.

Exceptional Requests

If your display has any special requirements: for example, high power usage, older computer equipment which may not be compatible with the phone system, or large product demonstrations, please notify us.

Signs and Banners

No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

Security

It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit area.

While the exhibit hall will be in a separate room in the Conference Center which may be locked, exhibitors are still advised to use caution and not leave valuables in the room overnight. The Virginia Department of Aviation or Hotel Roanoke & Conference Center will not be responsible for lost or stolen items.