

Virginia Independent Automobile Dealers Association Convention & Expo
Hilton Virginia Beach Oceanfront
3001 Atlantic Avenue, Virginia Beach, Virginia 23451
(757) 213-3000

EXHIBITOR INFORMATION

CONFERENCE SCHEDULE

Thursday, Oct. 11

Begin setting up at 4:00 PM and complete by 6:30 PM. Your assigned exhibit space will be in **Peacock Foyer and Ballroom** situated on the second floor of the hotel. All breaks are held in the same location with some exhibitors located at the foyer entrance and the rest around the perimeter of the room.

The Thursday night Welcome Dinner (plated versus buffet) is your first opportunity to meet convention attendees beginning at 7:30 PM.

Friday, Oct. 12

Convention registration begins at 7:00 AM with a breakfast buffet from 7:30-8:30am with an opening speaker at 8:00am.

VIADA's Annual Business Meeting will be held immediately afterwards from 8:45-9:30am with election and installation of officers.

One-hour educational sessions are from 9:30-10:30am; 11:15am-12:15pm; 1:45-2:45pm; and 3:30-4:30pm. Your registration includes your ability to sit in on any of the educational sessions.

Scheduled breaks are longer this year allowing you more time to network with attendees: Mid-Morning coffee break from 10:30-11:15 AM; lunch buffet from 12:30-1:30 PM; Afternoon break from 2:45-3:30 PM.

Final Expo Reception/Dinner buffet is from 5:30-7:00 PM with the Ladies Auxiliary auctioning off baskets. Immediately following dinner is our Casino Event from 7:00-10:00 PM and is included in your exhibitor fee.

Exhibitors can tear down their exhibits from 3:45-4:45 PM or wait until after dinner if you do not plan to participate in the casino. Please let me know if you will not stay for the casino.

HOTEL RESERVATIONS

Please make your hotel reservations on or before 5:00 PM on **Thursday, September 20, 2018**. For online hotel reservations, go to <https://viada.org/2018-viada-convention-hotel-information/>.

Reservations can also be made by calling (757)213-3000. You must mention "Independent Automobile Dealers Association" to get the convention rate. Guests will be asked to place down a one-night deposit at the time of booking. Cancellation policy is 72 hours prior to the arrival.

All guest room rates are subject to state tax and local taxes, currently 14% plus \$2 per room per night occupancy tax. Rate is available three days before and three days after the Conference from Oct. 8 - Oct. 17. The conference rate (plus applicable taxes) is \$145 for single/double City View; \$165 for single/double Ocean View. Check-in time is 4:00 PM; check-out is 11:00 AM.

Hotel room and all incidentals are the responsibility of the Exhibitor and are not included in the Exhibitor Fee.

EXHIBIT SPACE

“Table Top” unless approved otherwise. There are eight spaces available for banner displays at an additional cost. Table tops are 6 feet wide x 3 feet deep in size and floor space is 8 feet wide x 6 feet deep and includes draped table and two chairs. Banner display exhibitors will have floor space that is 12 feet wide x 6 feet deep which includes your table, two chairs, and whatever banners you want to display within that footprint. All exhibitors will also be listed on our web page with a link to your company’s home page. Electricity is included in the exhibitor fee – please notify VIADA if you actually need it.

INTERNET ACCESS & OTHER RENTAL

Internet access is complimentary in all guest rooms, meeting space and public spaces. The link will be provided to you when you check-in Thursday evening. Any other equipment needs must be procured from the hotel and are not included in the Exhibitor Fee.

EQUIPMENT

SHIPPING/DELIVERIES

The hotel requires that arrangements for delivery of packages be made through the hotel’s Sales & Catering Office. Exhibitors are responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the hotel. Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at hotel. Any alternate arrangements are to be approved by hotel representative. Hotel is not able to receive COD packages. The hotel policies of safe handling are based on advice from the USPS and the Federal Center for Disease Control and Prevention (CDC). Any materials being sent to the hotel must include the following information:

- Hold for Arrival – Attn: (Guest’s Name & Organization Name)
- Complete return address
- Hilton representative’s name – Ann-Marie Savage
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to hotel as follows:
Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave, Virginia Beach, VA
23451

Exhibitor assumes all fees for shipping/storage of material.

PARKING

Complimentary self-parking for group event is available in 1,000 space parking deck attached to the hotel. Valet parking for overnight guests is currently available at the rate of \$16 per car (subject to change).

REGISTRATION

Includes name tags for two (2) Exhibitors; company listing in conference program; food and beverages for Thursday and Friday dinners, all Friday breaks including breakfast, Friday Lunch and Casino event. Tickets for the Saturday Breakfast Buffet and closing speaker can be purchased for \$30 and Saturday evening’s Grand Banquet/Reception for \$65.

QUESTIONS

Contact Leigh Dicks at (800) 394-1960 / (757) 464-3460; Leigh@viada.org or Debbie Russell, debbie@viada.org

THANK YOU FOR BEING AN EXHIBITOR AT THIS YEAR’S CONFERENCE!