

PIA VA/DC Exhibitor Checklist - 2019

- Power, extension cords, extra furniture, other additional services are ordered through the hotel. Registered exhibitors should complete the **Exhibitor AV Order Form** and **submit directly to the Sheraton** as the form indicates. This is for *additional* items. The booths come furnished with one 6' long table, 2 chairs, pipe & drape, 1 trash can and signage.
- **HOTEL RESERVATIONS:** Call Sheraton Virginia Beach Oceanfront, 3501 Atlantic Avenue, Virginia Beach, VA 23451 at (757) 425-9000. Register online at **<https://www.starwoodmeeting.com/events/start.action?id=1807101438&key=1B38AB9E>**. Callers ask for **PIAVADC 2019 Annual Conven Att** to receive the discounted rates. \$249 Oceanfront; \$209 Partial Ocean View. Rates do not include applicable taxes, resort and services fees. PIA group rates are available until **May 20, 2019**. If the PIA room block sells out prior to May 20th, then normal hotel rates will apply.
- Be sure to notify PIA of everyone you expect to staff your booth. They should be listed on your Exhibit Space Contract. We recommend no more than 4 individuals in the booth. If you have any changes prior to the convention, please let Carol know at carol@piavadc.com.
- Be sure to read the **Exhibitor Shipping Instructions** and coordinate with the hotel directly (not PIA).
- If you need any assistance with your Exhibit space, Sponsorship or Registration, please contact Carol at (804) 264-2582, carol@piavadc.com, or cell (804) 399-3745 as we get closer to the conference.
- For assistance with Hotel issues, contact Sheryl at (804) 264-2582, sheryl@piavadc.com.