

PIA VA/DC Exhibitor Checklist - 2018

- Electricity - The booths come furnished with one 6' lg table, 2 chairs, pipe & drape, 1 trash can and signage and do NOT include electricity. You may order electricity for your booth by completing the attached **Exhibitor Electricity Order Form** and **emailing it to carol@piavadc.com**. There is an additional cost of \$32 for electricity.
- **HOTEL RESERVATIONS:** Call The Inn at Virginia Tech at (877) 200-3360 or (540) 231-8000. Address is 901 Prices Fork Road, Blacksburg, VA 24061
Register online at: [PIAVADC 2018 Annual Conference](https://reservations.travelclick.com/75607?groupID=1960262#/guestsandrooms)
<https://reservations.travelclick.com/75607?groupID=1960262#/guestsandrooms>
Callers: Ask for **PIAVADC 2018 Annual Conference** to receive the discounted rate of \$169/night. Rate does not include applicable taxes, resort and services fees. *The PIA group rate is available until **May 17, 2018**.* If the PIA room block sells out prior to May 17th, then normal hotel rates will apply.
[Please contact Sheryl at Sheryl@piavadc.com](mailto:Sheryl@piavadc.com) or [\(804\) 264-2582](tel:8042642582) with any questions or issues with reservations.
- Be sure to notify PIA of everyone you expect to staff your booth. They should be listed on your Exhibit Space Contract. 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 or carol@piavadc.com.