



Dear Exhibitors,

The IPMA-HR Southern Region Conference in Virginia Beach is less than two months away! Thank you very much for your support of our event. We couldn't do this without you.

So far we have around 230 people registered, heading toward 250... It's going to be a great event.

If you haven't already done so, please complete the online Sponsor Registration on the website <http://www.ipmahrsouthern.org/beach/register.html> and also make your room reservations as soon as possible. You can find hotel information on the conference website.

IMPORTANT - If you have purchased an ad for the program book and/or you are a Signature (full page) or Gold (half page) level sponsor, **please send me your ad by April 1**. If you have any questions about the ads or would like to see an example from last year, please let me know. Ads should be a print-ready, high quality resolution (at least 300 dpi) and acceptable formats include jpeg, gif, and bitmap.

As we get closer to the conference, we will be sending additional information to you. Please let us know if we should include others from your company. There will be a good flow of traffic to you as the exhibits will be located "in the way" in the hallway outside the meeting rooms. And once again we will have "bingo" cards for participants to have your initial, as a prize drawing incentive. Feel free to bring a prize item as well as items for the participant bags as indicated below. This was very popular last year. As stated below, the prize drawings will occur on Tuesday at 3:00 pm.

If you have any A/V needs for your exhibit booth, please complete the attached form and send it to the hotel:

There's a lot of information on the conference website...continue to check it for updates and important information.

As always, please let us know if you have any questions.

Jim Taylor & Janet Lawson

Co-Chairs, Sponsor Committee

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SHIPPING

Items should not arrive more than 3 business days in advance of conference start.

EXHIBIT AREA, LOCATION AND SET UP TIME

Exhibitor area will be on the balcony of the Second Floor. **Tables must be set-up by 7:30 am on Monday, May 18.** You are encouraged to set-up the day before. Your space comes with 2 stack chairs and one skirted 6' table. The area is not secure and is open to the public. It is recommended that you remove any items that are of value when you close down each day. Hotel is not responsible for any lost or stolen items.

If you have Electrical and/or Audio Visual needs, please complete the attached form and send it to the hotel. **We will cover the charge for the booth and electricity.**

EXHIBIT DATE/TIMES

Exhibitor Hours: Monday, May 18 and Tuesday, May 19 from 7:30 pm to 3:15 pm

Morning Breaks: 10:15am to 10:30am

Afternoon Breaks: Monday 2:45 pm to 3:15pm; Tuesday 3:00pm to 3:15pm

Prize Drawing: Tuesday 3:00 pm

REGISTRATION TIMES

Registration hours on Sunday May 17 are from 12:00 pm to 5:00 pm. Tickets for social events not included with your sponsorship can be purchased at the registration desk.

VENDOR BINGO

Conference attendees will receive a “bingo card” and will be encouraged to visit the exhibitors and obtain signatures in order to participate in door prize(s) drawing. If you wish to donate a gift for the drawing, please bring it with you. The drawing will take place on Tuesday, May 19 during the 3:00 pm break

DONATIONS (GOODY BAG ITEMS)

If you plan on bringing promotional items to hand out to conference attendees, you are encouraged to bring around 250 items. In the past, donations such as pens, post-it notes, key chains, candy, snack items, etc., have been a hit with conference participants. We hope you will avail yourself of this opportunity to garner some added visibility for your firm, while at the same time providing a small gift to our conference delegates.

SOCIAL EVENTS

Tickets for social events are included for Signature, Platinum, and Gold level sponsorships and full conference participants only. All other sponsors and guests may purchase tickets on the conference website or at the registration desk. Please see the conference website for more info.

MISCELLANEOUS

- Exhibitors are welcome to partake in breaks and educational sessions as time permits.
- Suggested attire for the conference is business casual.
- Transportation info is available on the conference website. We have negotiated a rate from the airport of \$25 each way.

THANK YOU FOR YOUR SUPPORT!