



**VIRGINIA BLACK BUSINESS EXPO & CONFERENCE
HYATT REGENCY - CRYSTAL CITY
AUGUST 2-4, 2024**

WEEKEND EVENTS

Discount Deadline: To take advantage of Exhibitor discount rates, purchase all event tickets on Eventbrite by July 14, 2024, at 11:59 pm.

BOOTH DETAILS

The Booth: Each standard 10' x 10' booth will include the following:

- 8' High Draped Back & 3' High Side Walls (black)
- 1 – 6'L x 24" W x 30"H Skirted Table (black)
- 2 – Chairs
- 1 – Standard 20 Amp Electrical Outlet (Purchase Necessary)

Please note: Exhibitors who have not purchased electricity but require power should contact the Chamber Team at info@vablackchamber.org with an email titled "2024 Expo – Electricity Order."

Wi-Fi: There is a complimentary public network.

Exhibit Hall Flooring: The booths and exhibit areas are carpeted.

EXHIBITOR MOVE-IN

Friday: August 2, 2024	4:00 PM – 11:59 PM
Saturday: August 3, 2024	7:00 AM – 10:00 AM*

**All Booths must be set up no later than 10:00 AM on Saturday, August 3, 2024.*

Exhibit Hall Hours

Saturday: August 3, 2024	11:00 AM – 4:00 PM
Sunday: August 4, 2024	1:00 PM – 4:00 PM

EXHIBITOR MOVE-OUT

Sunday: August 4, 2024	4:00 PM – 6:00 PM
Sunday: August 4, 2024	9:00 PM – 11:59 PM*

**Vendors attending the Great Blacksby Gala Cruise can break down upon returning.*

All exhibitor materials must be removed from the exhibit facility by Sunday, August 4, 2024, at 11:59 pm. No exceptions will be made.

Excessive Trash | Booth Abandonment

- Any excessive trash, including display materials, carpet, padding, crates, and/or pallets, will be disposed of, and a handling fee and disposal fee will be charged during exhibitor move-out.



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- Clear out the booth. Any excessive materials left in the booth at the end of the event will be considered trash.

Essential Items to Bring

As you prepare for the upcoming Expo, bring the following items to help make your experience as successful as possible:

- **Lots of Energy:** Come prepared to engage with attendees and showcase your enthusiasm for your products or services.
- **Bottled Water and Snacks:** Keep your booth staff and volunteers hydrated and energized with bottled water and light snacks. Please note that larger meals cannot be brought into the exhibitor hall.
- **Mobile Phone:** Ensure you have your mobile phone handy for communication and coordination with your team.
- **Contact Information:** Have the phone numbers of all your staff and volunteers working at the booth throughout the weekend for easy communication.
- **Tape:** Bring tape for securing signs or any materials that must be displayed.
- **Pens:** Have plenty of pens available for notes, filling out forms, or giving away to visitors.
- **Signage, Materials, and Equipment:** Bring all necessary signage, brochures, flyers, business cards, and any other materials you need for your exhibit.
- **Camera:** Bring a camera or use your mobile phone to take pictures of your booth. These photos can be great content for your next newsletter or social media posts.

Additional Tips:

- **Comfortable Clothing:** Wear comfortable clothing and shoes, as you may be standing and walking around for extended periods.
- **Business Cards:** An ample supply of business cards for networking with other exhibitors and attendees.
- **Charging Equipment:** Bring chargers for your mobile phone and any other electronic devices you use.
- **Hand Sanitizer:** Keep hand sanitizer at your booth for your staff and visitors.
- **Promotional Items:** If you have any promotional items or giveaways, bring them to attract more visitors to your booth.

By bringing these essential items and staying organized, you'll be well-prepared to make a strong impression at the Expo. We look forward to seeing you there and wish you a successful event!