

# 2024 VRMA SPRING FORUM

# CONNECT+COLLABORATE

APRIL 15-16 / NEW ORLEANS, LA

Dear 2024 VRMA Spring Forum Exhibitor,

Welcome and thank you for your support of the upcoming VRMA Spring Forum, from April 15-16, 2024 at the New Orleans Ernest N. Morial Convention Center! In preparation for your participation as an exhibitor, please read the below information regarding your booth, the exhibitor service kit, updated registration rates, and more. Please forward this information to any colleagues who will be handling VRMA Spring Forum exhibit logistics.

### **Booth Confirmation**

**Company:** Delegate BPO LLC

**Booth Number:** 622

**Booth Size:** 80 sq ft 8'0" x 10'0"

[Click here](#) to view the current floor plan with your booth location.

### **Included in your booth:**

Each 8 x 10 booth receives the following:

8'H Black Backwall Drape

3'H Black Siderail Drape

1 - 6' Black Skirted Table

2 - Side Chairs

1 - Wastebasket

Standard Booth Identification Sign

More information is available in the Alliance Exhibitor Service Kit.

### **EXHIBITOR SERVICES KIT- Now Live!**

The Exhibitor Service Kit is a one-stop shop to order all your booth needs, including furnishings, electric, internet, labor for install/dismantle, lead retrieval etc.

[VRMA 2024 Spring Forum Exhibitor Service Kit](#)

Alliance Exposition is the official VRMA general service contractor for the 2024 Spring Forum. The discounted rates for Alliance services are available through **Friday, March 15, 2024.**

Your trade show/primary contact should have received an email from [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com) with an invitation to login to the exhibitor service kit.

### **Existing Users**

Exhibitors who are existing users in Alliance Online from prior events will be prompted to log in using

your existing credentials. This is your email address and the password created in the past to access the Alliance Online site. If you do not recall your password, there is a reset button on the login page.

### **New Users**

For exhibitors who are new users in Alliance Online, the email campaign will intuitively prompt you to create a password prior to linking you to the event portal.

If you still cannot find your email, please reach out to Alliance Exhibitor Services at [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com) or 888.528.2011.

### **Exhibitor Registration**

The primary contact for your company will receive registration allotments and instructions by the end of the week. Please contact [registration@vrma.org](mailto:registration@vrma.org) if your primary contact does not receive the registration email by next week.

### **Exhibitor Schedule\***

Please ensure your staff is aware of the show hours for travel purposes. The exhibit hall will be open to exhibitors beginning at 7:00am, Monday and Tuesday.

#### **Exhibitor Move In**

Sunday, April 14 | 10:00 a.m. – 6:00 p.m.

\*Island Booths can submit early move-in requests to [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org) for approval

#### **Show Hours**

Monday, April 15 | 8:00 a.m. - 6:00 p.m.

Tuesday, April 16 | 8:00 a.m. - 3:30 p.m.

#### **Exhibitor Move Out**

Tuesday, April 16 | 3:30 p.m. – 8:00 p.m.

View the Spring Forum full schedule of events [here](#).

*\*Subject to change*

### **Hotel Reservations**

VRMA has contracted a reduced rate at the Hilton New Orleans Riverside. Book your stay by **March 22, 2024** to receive the reduced conference rate. Details are listed on the [Spring Forum Hotel](#) page or [click here](#) to access the booking link.

### **Exhibitor Resources**

We have created an [Exhibitor & Sponsor](#) resources page with documents, important information and more. Additional information related to the event will be posted here leading up to the conference in April.

If you have any questions related to your participation at VRMA, email Brooke Shuler at [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org).

Thank you and we look forward to seeing you in New Orleans!

VRMA Events Team

