

Hello,

Thank you for joining us at this year's Virginia Clean Energy Summit! This email will contain important information regarding your exhibitor table, so make sure to save it.

Exhibitor setup is on October 6th from 2:00pm to 5:00pm.

You will also be able to come early on the 7th starting at 7:30AM EST.

Stephanie Antonijuan is our GRCC contact for this event. She will be present during exhibitor setup, as well as throughout the event. If you have any questions regarding your delivery or need help with getting set up, you can reach her via email at santonijuan@greaterrichmondcc.com.

Exhibitor Raffle

We encourage our exhibitors to offer giveaway/raffle items during the conference. We have time set aside during lunch on October 8th to announce winners, so please let me know if you plan to participate.

FOR SHIPMENTS

If you are shipping your display items, please send them addressed like this:

YOUR NAME / COMPANY NAME

VA Clean Energy Summit

403 N. 3rd Street

Richmond, Va 23219

You **MUST** include **GRCC BALLROOM LOADING DOCK** on your packages, either in writing or as a sticker.

We have been told that the recommended delivery timeline is from October 1st through the 6th.

When you have your shipments prepped and ready to go, please send me your shipping manifest. I need to provide the conference center with the information so we can keep track of your packages once they arrive. Your manifest (or shipping confirmation) should include the shipping company, estimated delivery date, tracking number, and your information (name, company, email/phone number). If I do not receive this information, we will not be able to account for your delivery. VACE and the GRCC are not responsible for your items if they are incorrectly labeled or if we are missing your shipping information.

GRCC staff and faculty are not allowed to transport your packages in any capacity. Blayne and I will retrieve what we can and have them at the check-in table during exhibitor setup. If you do not see your items when you arrive at the conference center, you will need to retrieve them from the security office yourself. We have access to a few rolling carts that you will be able to utilize, but we cannot guarantee their timely availability, so we recommend having a backup plan of action just in case.

FOR DRIVERS

If you are dropping your display items off directly to the conference center, please make note of the following:

- Drivers need to check in at the security call box before entering the loading dock area. They will need to let security know that they are setting up for the Virginia Clean Energy Summit in the Grand Ballroom.
- There are FOUR bay doors with direct access to the Ballroom, so we shouldn't have issues with setup traffic. Stephanie will be present to assist if needed.
- Again, we have access to a few rolling carts that you will be able to utilize, but we cannot guarantee their timely availability, so we recommend having a backup plan of action just in case.
- The address to the loading dock via GPS is **351 N. Third St., Richmond, VA 23219**. The entrance is next to the 3rd St parking garage, down the alleyway.
- If you don't have a large display, you are also able to enter the conference center via the **3rd St. Parking Deck** on the third level. You will enter through the sliding doors and walk straight down the hallway. Turn right after the women's bathroom and we'll be sitting at check-in to give you your table number and location before sending you into the ballroom.

Please let me know if you have any questions and I will gladly assist.

Grace

Grace Mauro (she/her)

Communications and Events

Virginia Alliance for Clean Energy (VACE)

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