



Welcome to 2024 VRMA International Conference!

VRMA appreciates your support and welcomes every opportunity to assist you in making the most of your exhibit experience. To ensure a smooth installation and show for your company, please note the following important reminders:

EXHIBITOR SCHEDULE

Move-in

Sunday, October 13 2:00p.m. *(by appointment only)*
Monday, October 14 8:00a.m. – 4:00p.m.

Booths must be set up by 4:00 p.m.

Show Hours

Monday, October 14 5:00 p.m. – 7:00 p.m.
Tuesday, October 15 8:00 a.m. – 5:00 p.m.
Wednesday, October 16 8:00 a.m. – 5:00 p.m.

All exhibit staff must wear their badges to gain access to the exhibit hall. Exhibitors will have access to the exhibit hall one hour prior to opening time.

Move-out: Wednesday, October 16 - 5:00 p.m. - 9:00 p.m.

On Tuesday morning, Alliance will distribute check-out materials to all exhibitors. Empties will be returned by Alliance upon close of the exhibit hall. All crates must be packed and labeled for outbound shipment by 9:00 p.m., Wednesday, October 16.

EXHIBITOR DONATIONS – NEW!

VRMA is offering a Donation Program for booth materials that exhibitors wish to donate post event. Donations will be made to the Phoenix Dream Center, a nonprofit committed to stopping human trafficking, educating tomorrow's leaders, and ending childhood hunger. You will receive a flyer at your booth with more information on how to handle any donation items during move-out.

ALLIANCE SERVICE CENTER/CONVENTION CENTER VENDORS

Representatives from Alliance and Commonwealth will be available throughout the show if you are in need of labor, furniture, electricity, a/v, shipping, etc. Exhibitor services will be located in the West Halls 1-3, behind the 100 aisle.

VRMA SHOW MANAGEMENT

VRMA Staff is onsite throughout the conference. If assistance is needed, feel free to ask anyone with a VRMA name tag or visit the Registration Desk, West Halls 1-3 Lobby, outside the Exhibit Hall.

WI-FI

Network: VRMA2024

Password: bookingdotcom

The conference Wi-Fi is available throughout the event. If you need to use Wi-Fi for your booth, we recommend placing an order with SmartCity for a dedicated network.

UPS Center

The UPS Center in the Phoenix Convention Center (located on 100 Level, across from Hyatt Regency on 2nd street) will be open:

Monday - Tuesday: 7:00 a.m. – 6:00 p.m.

Wednesday: 7:00 a.m. – 8:00 p.m.

SECURITY

VRMA will provide security for the Exhibit Hall during necessary hours and overnight but the security of your products is your responsibility. Please do not leave items of value in your booth. Please wear your badge at all times. You will not be allowed access to the Exhibit Hall without your badge.

MOBILE APP

Download the conference mobile app to stay up-to-date on the latest activities!

- Download the VRMA 2024 International Conference app by searching “VRMA” in the App Store
- Schedule meetings through the app and connect with fellow attendees
- The app will suggest other VRMA attendees to connect with based on interests
- Be sure to use the official conference hashtag, #VRMAInternational when posting

****Please use your best judgment and be respectful of all attendees and other exhibitors. VRMA will be monitoring the app usage by all individuals and will revoke privileges as necessary.***

2025 VRMA INTERNATIONAL CONFERENCE

We're headed to Las Vegas, NV for 2025 VRMA International! Your company should have received an email with your dedicated selection time slot. Please reference the reminder sheet dropped at your booth for more information.