



**10<sup>th</sup> Annual Virginia Statewide Payroll Conference**  
**“Payroll The Final Frontier”**  
**Renaissance Portsmouth Hotel - October 14-15<sup>th</sup>, 2010**

**Exhibitor Setup Schedule**

**Exhibitors may set up on Wednesday evening between 5-7pm. Exhibit hall, which is in the Portsmouth Ballroom, will be locked overnight. Vendors setting up on Weds evening are welcome to attend a Speaker/Vendor reception in the Foggy Point restaurant at 7 pm.**

**OR**

**Exhibitors may set up in the morning of Oct. 14<sup>th</sup> from 7am-10:30 am. A continuous break will be set up in the foyer outside the vendor hall, so help yourselves to water or coffee. I will be meeting with all vendors in the hall at 10:30 am to review procedures.**

**Conference begins at 8:15 am for attendees and Vendor Hall opens to attendees at 11 am. You will have from 11 am through lunch (ending at 1:45 pm) to meet and mingle with attendees. Because you are our guest for lunch, make the most of this one-on-one time!**

**Attendees resume breakout sessions at 2 pm but will return to the vendor hall at 3:30 pm. We will have the afternoon break set up in the vendor hall to help entice and retain attendee participation. Please help yourselves to the refreshments.**

**During this second vendor session, participants will be engaged in some sort of game to ensure they go to every booth in the hall. From 4:30pm to 5 pm we will allow vendors to give away door prizes and we will give out the Vendor Award to the booth that the attendees vote as the best themed booth. New this year we will offer a second award to the vendor voted “Most Wanted” to attend the 2011 Conference”**

**If you have a door prize to give away, please have your winner’s name and be ready to go at 4:30 pm sharp. We anticipate a large number of vendors this year and we want to be able give everyone adequate time.**

**Regardless if you have a door prize, booths are NOT to be broken down prior to 5 pm!**