



MISSION TOMORROW: EXHIBITOR CHECKLIST

Important Dates

Exhibitor Set-up: Monday, October 21, tentatively 2:00 pm - 6:00 pm

Student Event Days: Tuesday, October 22, Wednesday, October 23, Thursday, October 24, 2024

Event Time: 8:45 am - 2:00 pm (specific time will be provided 1-2 weeks prior to event)

Exhibitor Breakdown: Thursday, October 24, 2:30 pm - 6:00 pm

Exhibit Booth Space includes:

- Exhibit/booth space (standard size is 10'x10') - Need more? Let us know as soon as possible
- One (1) six foot table* which will be topped and skirted
- Two folding chairs*
- Electric - Complimentary
- WIFI (unsecure) - Complimentary

Important Resources

Richmond Raceway site map:

<https://www.chamberrva.com/wp-content/uploads/2019/07/Exhibitor-and-Volunteer-Parking-Map.pdf>

Volunteer

Mission Tomorrow depends on volunteers to make this event possible. Please consider volunteering your time to support area students as they explore career options. Visit [CF Engage](#) for more information and to sign up.

For more information or any questions, please contact:

stephanie.phillips@chamberrva.com

john.easter@chamberrva.com



Exhibitor Checklist:

- Provide team members who will staff exhibitor booth and who will be receiving a lunch to Steph Phillips. Exhibitors with waived fees are provided two lunches only.

- Large Equipment or Vehicle - provide specific plan including dimensions **no later than Wednesday, September 18**. Information provided will determine your setup time on Monday, October 21. A specific arrival and setup time will be provided prior. If you have not received a specific setup time by Tuesday, October 3 please reach out to Steph as soon as possible – Stephanie.phillips@chamberrva.com
 - Please adhere to the following policies:
 - No more than ¼ tank of gas is allowed in the vehicle/equipment.
 - Disable battery cables and secure the gas cap with tape once in exhibit hall.

Exhibitor Setup Day - Monday, October 21 | Tentatively 2:00 PM - 6:00 PM

- Enter the Richmond Raceway via the Service Gate. Please DO NOT enter the main entrance of the Richmond Raceway complex. Specific instructions will be sent separately closer to the event.

- Exhibitors are assigned to a booth space based on their business industry type and career cluster. The space is divided into six (6) zones with each zone featuring MULTIPLE booths/exhibitors (15+).

Event Days - October 22, 23 & 24 | 8:45 AM - 2:00 PM

- Students will enter in groups of approximately 275-350; groups generally are composed of a single school but multiple smaller schools may be combined. Some schools may be split in two.
 - Each ZONE has multiple booths/exhibitors so students will be staggered.
 - Students will arrive to **Zone 1** first and will spend 15 minutes in this zone before moving into **Zone 2**.
 - Students will progress through all six zones spending 15 minutes in each.
 - Once the last group of students has exited YOUR ZONE, you are free to leave.

- Throughout the entire event please look for anyone wearing a Mission Tomorrow. T-Shirt for assistance.

- An EMT will be onsite, located at the information desk in the front lobby of the Main Exhibition Hall (largest building).