# Commonwealth of Virginia

# EASTERN STATE HOSPITAL



4601 Ironbound Road Williamsburg, Virginia 23188-2652

## **Small Businesses Exposition**



EVENT: Eastern State Hospital, March 11, 2015, Trade Show 10:00 – 2:00

Eastern State Hospital is pleased to invite you to participate in a product exposition that will feature suppliers of goods and services that are Virginia certified Small and Micro-Businesses. This is a first-time, ground-floor opportunity to help us celebrate Purchasing Month and showcase local small businesses to governmental buyers. You will be able to use your assigned booth to display and advertise your company to the hospital staff, local schools, town and city governments, and other purchasing officials from in surrounding area. Exposure to key individuals may lead to important business relationships after they discover and utilize your services. We have invited a broad mixture of different kinds of businesses to bring brochures, handouts, advertising, samples, and qualified representatives that can 'tell your story.'

For a comparative small fee you will be provided an 8 X 6 draped booth, with a table, two chairs, a trash basket, and a sign with your company name. Some booths will have access to electricity, but exhibitors should bring their own extension cords. Limited Wi-Fi connection to internet will be available. The Expo will be from 10:00 am until 2:00 pm in the hospital gymnasium, and will be available early to allow you time to set up and take down your exhibit. We will have coffee on hand for your refreshment. Lunch will be 'on your own.'

I have attached a registration form to fill out and return with your check. Booths will be assigned on a 'first come' basis, so it would be wise to take immediate action. It is not unusual to 'sell out' of space, so often the late comers cannot be accommodated.

Remember, you have been chosen from the eVA vendor base as a certified micro or small business that is located nearby our campus. You may provide products and services that state and local government typically have needed to purchase, so this exposure may be an excellent opportunity for you.

Sheri L. Chapman, CPPO, CPPB Purchasing Director

### **Eastern State Hospital**

#### **Small Businesses Exposition**

**Registration Form** 

Company Name:			Contact Person:	
eVA Number:			Company Address:	
Email:			_	
Booths:	Single	Double		
	\$100	\$170	170	
Electricity:	Yes_	No		
Internet Connection:				

Coffee will be provided, however, lunch is on 'your own,' off-campus.

Once your register and pay for your booth, a package will be sent to you that will give you maps and instructions on when/how to set up and what you might expect for loading and parking. The gym to be used is in a secure area, and away from patients.

Checks may be made out to: Eastern State Hospital, and sent to: Eastern State Hospital Attn: Purchasing Dept. 4601 Ironbound Road Williamsburg, VA 23188

Booths will be reserved only after payments are received. The Exposition floor is limited to around thirty booths, so they will be sold on a 'first come' basis. In future years it is likely that firms that have participated will be given advance notice and opportunity to return.

We are hopeful this will fit into your business plan and will be helpful to you and to those attending, which are looking for resources and ideas. It is our intent to expose buyers to as many diverse, but small or micro-business that may be shopped on future procurements.

Questions should be asked via email to: Michael.coburn@dbhds.virginia.gov