

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

