



**Post-Acute Community Partner
Pre-Event Discussion for Vendors**

What: Inova Post-Acute Partner Expo

When: March 13 from 9:30 AM - 2:30 PM

Where: Inova Center for Personalized Health Conference Center 8100
Innovation Park Dr, Second Floor, Fairfax, VA 22031

Who: Inova team members from across the system including care management team members (acute and ambulatory), nurse navigators, specialty provider groups (eg: palliative care, oncology)

Why: To connect with community partners to better serve the community of patients, staff, etc.

Inova Team Members Shuttle Schedule

Shuttles from Four Hospitals Mt. Vernon, Fair Oaks, Loudoun, Alexandria

- 9:30 drop off
- 11:00 back to hospital
- 11:30 drop off
- 2:00 back to hospital

Ongoing shuttles from Fairfax + Driving

Conference Center Parking Instructions

2nd Floor, 8100 Innovation Park Drive

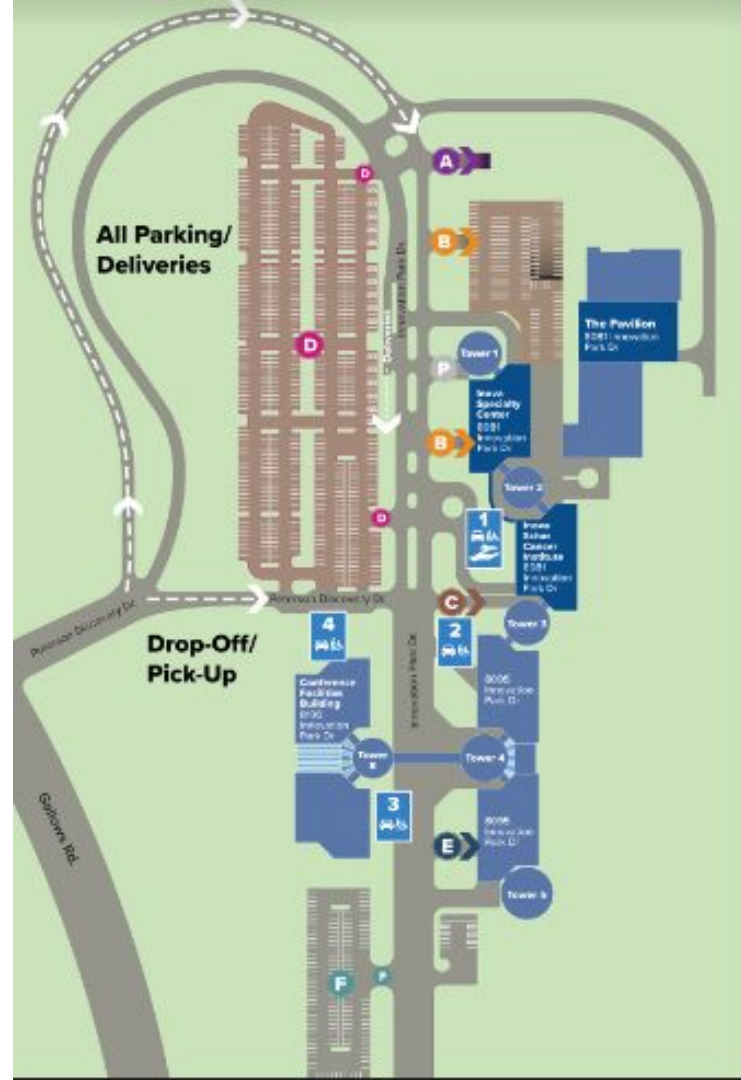
Recommended: E Garage (Blue) or F Lot (Teal)

Park in the **E Garage (Blue)** and enter the Tower 4 lobby. Take the elevator up to the second floor, then walk around the elevator bank and across the skywalk. Follow the directional signage to your room.

Or, park in the **F Surface Lot (Teal)** and follow the sidewalk to the CFB entrance beneath the skywalk. Take the elevator in Tower 8 to the 2nd floor. Follow the directional signage to your room.

Option 3: C Garage (Brown)

Park in the **C Garage (Brown)** and take the elevator to the 2nd floor. Walk around the elevator bank and across the skywalk. Follow the directional signage to your room.





- **Vendor set up begins at 8 am - you should be completed with your set up no later than 9:15**
- **Pack your items so they can be easily transported to and from the expo site. There may be some handtrucks available but you should be prepared to transport without them.**

Your Table Space

**6 foot x 2 foot
classroom style table**



How to Make An Impact

- Your Two Team Members
- Your Branding
- Your Content
- How Can You Help Inova Team Members
- Your Follow Up
- Practice
- Set up your post event activities in advance
- Bring your on name tag



Things to Remember

- **Raffles and any significant gifts are prohibited.** You can collect names, however there cannot be any prizes or giveaways of significance.
- Inova is providing quality shopping bags to all attendees, **you do not need to supply bags to attendees.**
- Pens and similar low cost giveaway items are acceptable. Giving items away should not be a priority for any vendor at this event.
- Inova is catering the event and they have requested **not to offer any food, candy, etc at your table.**
- Displays or banners are permitted, however they should be on your table and/or they should be confined to the space in front or behind your table. **Be conscious of the fact there are other vendors and none of us would be pleased if our neighbors banner interfered with our space.**
- **As you can see Inova wants this to be an event where you and your organization are the centerpiece, not raffles, candy and giveaways.** Consider creating a special flyer that tells the Inova team specifically how you can help their patients/clients. Practice what you will say to the team members, Create a follow up strategy. Create a strategy for networking with other vendors

Networking with Other Vendors

- Create a game plan
- Don't interrupt any meaningful conversation
- How can you help other vendors
- What is your follow up?
- Practice
- Post-event activities for networking

