

Dear 2023 Expo Attendee,

We are thrilled that you will be joining us for the WorldStrides Vendor Expo, October 23<sup>rd</sup> – 25<sup>th</sup>. Below are a few important details regarding your visit to Charlottesville.

Hotel Information:

- The DoubleTree Hotel Charlottesville (*990 Hilton Heights Road, Charlottesville, VA 22901*) will be the location of your stay in addition to the Vendor Expo. Materials to be shipped in advance of your stay should be sent to this location, arriving no earlier than Friday, October 20<sup>th</sup>. Be sure to note your name and check-in date on the shipping label.
- The DoubleTree offers a complimentary airport shuttle for individuals arriving at Charlottesville-Albemarle airport (CHO). Please contact the DoubleTree Hotel at 434-973-2121 upon your arrival to take advantage of this service.
- Hotel rooms are available for individuals preferring to arrive on Sunday, October 22<sup>nd</sup> for an additional cost of \$150. Please contact me no later than Friday, September 22<sup>nd</sup>, if you would like to book a room for Sunday night.

Expo Details:

- The Expo will be an amazing opportunity for you, our valued partners, to network with WorldStrides' Account Managers and to share information about the programs available to our student groups.
- Feel free to share promotional materials with members of our team, excluding pricing information or your contact information, including your business card.
- Each vendor booth is 80 square feet and will be outfitted with a table and vendor banner.
- Our finalized itinerary, provided in your welcome packet, will indicate the length of each session. We anticipate that you will have approximately six minutes with each of our 57+ Account Managers to share your programs.
- The dress code for our Vendor Expo will be business casual during the Welcome Reception and Expo sessions, all other activities (including the wine tour & other evening activities) will be casual.

We are looking forward to having you in Charlottesville for an exciting few days. Feel free to contact me with any questions or concerns as the Vendor Expo approaches.

Sincerely,  
Pam Sullivan and team  
pams@worldstrides.org  
434-982-8606