

BOOTH PACKAGE

Items provided in your 8' inline exhibit booth:

- (1) 6' x 30" skirted table
- (2) banquet chairs

Access to basic power with advance request by August 4th. Please mark on Exhibit Checklist (attached) and return to Meghan Gemmell, meghan.gemmell@informa.com.

EVENT SCHEDULE

Date	Move-in/out Hours	Exhibit Hours	Registration Hours
Monday, August 8th	4pm-6pm: Exhibit Setup		4pm-6pm: Exhibitors Only
Tuesday, August 9th		7:30am-6:00pm	7:30am-6:00pm
Wednesday, August 10th		8am-4:45pm	8am-5:45pm
Thursday, August 11th	10:30am - Breakdown	8am-10:30am	8am-12pm

Please visit this [link](#) to view the latest agenda with up to date times for networking breaks, luncheons and receptions when you can expect to see the most booth traffic. All networking breaks and receptions will take place in the exhibit hall.

MEETING ROOM DETAILS

Registration	Salon Ballroom Foyer
Exhibits/Breaks	Salon I
General Session	Salon II & III
Breakouts	Salon II, Salon III, & Old Dominion

SHIPPING INFORMATION

Please note the below handling fees. These handling fees are in addition to standard shipping charges, inbound and outbound.

- \$5.00 per box loaded in and \$5.00 per box loaded out
- \$20 per crate loaded in and \$20 per crate loaded out
- \$200 per pallet loaded in and \$200 per pallet loaded out

Track all packages. A tracking sheet is attached for your convenience. Please return to Meghan Gemmell by August 4th.

Please note, without tracking number information – it is very difficult to track items onsite.

Inbound Packages

Please make sure all boxes display the name/logo of your company for easy identification.

ATTN: (Your Company & Exhibitor Contact On-Site)

Number of Boxes (ie. 1 of 3, etc)

Informa / Agg Spend

The Ritz-Carlton, Tysons Corner

1700 Tysons Boulevard

McLean, VA 22102

Please note: Boxes may not arrive earlier than:

Thursday, August 4th

Outbound Packages

Common carrier packages must have pre-paid labels attached and should be left at your booth for the hotel to move to the dock.

You may be required to request a pickup from your carrier – please reference the below schedule:

FedEx Express	pickup must be requested	UPS (all)	pickup must be requested
FedEx Ground	pickup must be requested	All other carriers	pickup must be requested

HOTEL GUEST ROOM INFORMATION

[Venue Information](#)

Please book your hotel room(s) early as the block fills quickly. The above link will provide the most up to date information on discounted room block(s), host hotel availability, and overflow options if necessary.

PLEASE NOTE: All hotel reservations for this conference should be booked directly with the hotel. Informa does not use Housing Bureaus and none are authorized to call on our behalf. Informa is not able to guarantee a room on your behalf at the host hotel.

[TRACKING SHEET](#)

EXHIBITING COMPANY NAME:

Box #	Carrier	Tracking #	Name Addressed To
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please add rows as necessary for your shipment.

Please submit this tracking sheet by Thursday, August 4th to meghan.gemmell@informa.com for Informa to provide to the hotel to expedite setup. The hotel will make every effort to have boxes delivered to your exhibit table by the setup time.