

# Transparency, Aggregate Spend & HCP Engagement

## BOOTH PACKAGE

Items provided in your 8' inline exhibit booth:

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

## EVENT SCHEDULE

| Date                 | Move-in/out Hours  | Exhibit Hours                            | Registration Hours |
|----------------------|--------------------|--|--------------------|
| Monday, August 12    | 4:00pm-6:00pm      |  |                    |
| Tuesday, August 13   |                    | 7:45am-6:30pm<br>Reception 5:30pm-6:30pm | 7:45am-6:30pm      |
| Wednesday, August 14 |                    | 8:30am-5:00pm                            | 8:30am-5:00pm      |
| Thursday, August 15  | 1:30pm - Breakdown | 8:00am-1:30pm                            | 8:00am-3:00pm      |

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 Foyer                               |
| Exhibits/Breaks | Salon I                                   |
| General Session | Salon II & III                            |
| Breakouts       | Salon II, Salon III & Peachgrove Ballroom |

## 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 Kristin Wittreich by August 9th

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

## Inbound Packages

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

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

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

Informa / Agg Spend 2024

The Ritz-Carlton, Tysons Corner

1700 Tysons Boulevard

McLean, VA 22102

**Please note:** Boxes may not arrive earlier than:

Wednesday, August 7th

## 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 |

# Transparency, Aggregate Spend & HCP Engagement

Informa Connect’s Transparency, Aggregate Spend & HCP Engagement  
August 13-15, 2024  
Ritz Carlton Tysons Corner | 1700 Tysons Blvd., McLean, VA 22102

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 Friday, August 9<sup>th</sup> to [kristin.wittreich@informa.com](mailto:kristin.wittreich@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.