

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 Monday, July 31st. 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
Sunday, August 13th	4:00pm-6:00pm		4:00pm-6:00pm (Exhibitor Setup Only)
Monday, August 14th		7:00am-6:00pm Reception 5:00pm-6:00pm	7:00am-6:00pm
Tuesday, August 15th		8:00am-5:00pm	8:00am-5:00pm
Wednesday, August 16th	1:15pm - Breakdown	8:00am-1:15pm	8:00am-1:15pm

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	Blue Room Prefunction Foyer
Exhibits/Breaks	Blue Room Prefunction
General Session	Blue Room
Breakouts	Hampton Ballroom, Governor's Boardroom

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 (1-20 lbs)
- \$20 per box loaded in (21-50 lbs)
- \$50 per box loaded in (51+ lbs)
- \$200 per pallet loaded in

Should you have any questions, the in-house shipping and receiving coordinator is Gary Jones – gary.jones@omnihotels.com.

Track all packages. A tracking sheet is attached for your convenience. Please return to Meghan Gemmell 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/logo of your company for easy identification. **Please note:** Boxes may not arrive earlier than: Wednesday, August 9th

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

Omni Shoreham Hotel

Transparency & Agg Spend/ **COMPANY NAME & CONTACT**

Box ____ of ____

2500 Calvert St. NW

Washington, DC 20008

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. FedEx and UPS pickup at the hotel daily, so no need to request a pickup unless you are using another carrier.

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 Wednesday, August 9th 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.