



## EVENT & VENUE

### 2019 AAAS / ERN Conference

February 20 - 23, 2019  
 Marriott Wardman Park Hotel  
 Hall A  
 Washington DC



## IMPORTANT DATES

### ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

February 1, 2019

### ADVANCE SHIPMENT RECEIVING

Warehouse will begin receiving advance shipments.

January 28, 2019

### ADVANCE SHIPMENT DEADLINE

Last day for Advance Shipments to arrive at Warehouse without surcharges.

February 18, 2019



## SCHEDULE

### EXHIBITOR MOVE-IN

February 21, 2019 1:00pm - 7:00pm

### SHOW HOURS

February 21, 2019 8:00pm - 10:00pm

February 22, 2019 1:30pm - 4:00pm

February 23, 2019 9:00am - 12:30pm

### EXHIBITOR MOVE-OUT

February 23, 2019 1:30pm - 3:30pm

### OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

February 23, 2019 3:30pm

### CARRIER CHECK-IN DEADLINE

February 23, 2019 2:30pm

### RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.

February 23, 2019 3:30pm



## BOOTH EQUIPMENT

EACH TABLETOP PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

- 1 - 6' Blue Skirted Table
- 2 - Side Chairs
- Standard Booth Identification Sign

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **February 18, 2019**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

For outbound carrier pick up, please schedule your carrier to pick up from the below address between the hours of **1:30pm and 3:30pm** on **February 23, 2019** only. Carrier check-in deadline is **2:30pm** on **February 23, 2019**.

All exhibit materials must be removed from the exhibit hall by **3:30pm** on **February 23, 2019**.

Outbound shipments not consigned to UPS Freight, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

## ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
2019 AAAS / ERN Conference  
c/o Alliance Exposition / UPS Freight  
2400 Beaver Rd  
Landover, MD 20785

## OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
2019 AAAS / ERN Conference  
c/o Alliance Exposition  
Marriott Wardman Park Hotel  
Hall A  
2660 Woodley Rd NW  
Washington, DC 20008

For assistance, please contact Exhibitor Services at 888.528.2011 or [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com).