

 **EVENT & VENUE**

ERN Conference in STEM 2020
 February 6 - 8, 2020
 Marriott Wardman Park Hotel
 Washington 4-6 & Hall A
 Washington, DC

 **IMPORTANT DATES**

Thursday, January 16, 2020

Friday, January 24, 2020

Thursday, January 30, 2020

ADVANCE SHIPMENT RECEIVING


First day warehouse will begin receiving advance shipments without surcharges.

ADVANCE ORDER DISCOUNT DEADLINE

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

ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.

 **SCHEDULE**

Thursday, February 6, 2020	1:00pm - 7:00pm	EXHIBITOR MOVE-IN
Thursday, February 6, 2020	8:00pm - 10:00pm	SHOW HOURS
Friday, February 7, 2020	1:30pm - 4:00pm	
Saturday, February 8, 2020	9:00am - 12:30pm	
Saturday, February 8, 2020	1:30pm - 3:30pm	EXHIBITOR MOVE-OUT
Saturday, February 8, 2020	3:30pm	OUTBOUND SHIPPING AGREEMENT DEADLINE All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.
Saturday, February 8, 2020	2:30pm	CARRIER CHECK-IN DEADLINE
Saturday, February 8, 2020	3:30pm	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.



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 **Thursday, January 30, 2020**. 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.

ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #
ERN Conference in STEM 2020
c/o Alliance Exposition / Old Dominion Freight
7937 Gainsford Ct
Bristow, VA 20136

OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #
ERN Conference in STEM 2020
c/o Alliance Exposition
Marriott Wardman Park Hotel
Washington 4-6 & Hall A
2660 Woodley Rd NW
Washington, DC 20008

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

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **1:30pm and 3:30pm** on **Saturday, February 8, 2020** only. Carrier check-in deadline is **2:30pm** on **Saturday, February 8, 2020**.

All exhibit materials must be removed from the exhibit hall by **3:30pm** on **Saturday, February 8, 2020**.

For assistance, please contact Exhibitor Services at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com.