

MOVE-IN PROCEDURES

MOVE-IN DATE & TIME

Thursday, April 2 | 7:00 am—1:30 pm (Exhibit hall opens at 2 pm)

Washington Marriott Wardman Park will **NOT** accept shipments arriving before Wednesday, April 1, 2020. Early shipments may be refused, and holding surcharges will be charged by the onsite FedEx.

All exhibitors are **encouraged to use the shipping services of Paramount Convention Services via ABF Tradeshow.**

Additionally, we suggest ordering material handling services via Paramount Convention Services to ensure your material will be in your booth upon your arrival. Exhibitors may begin erecting displays any time after 7:00 am on Thursday, April 2, 2020. All exhibits must be erected by 1:30 pm for the opening of the exhibit hall at 2:00 pm.

Hand carried items may be brought through the main entrances to the exhibit hall in the hotel, larger shipments may **access the exhibit hall using the Loading Dock.**

Exhibitors should bring their own tools, ladders, and other items required to assemble their exhibits.

Please write your booth number and company name on all packages. Please label boxes “BOX ___ of ___”.

When unpacked, leave your empty crates (with permanent storage stickers filled out) in the aisle. Paramount Convention Services will move your empty crates to the designated storage area. Storage stickers will be available at the event from Paramount Convention Services.

MOVE-OUT DATE & TIME

Saturday, April 4 | 5:00 pm –8:00 pm

Exhibitors MAY NOT dismantle or pack boxes before 5 pm. Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the event. While event management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

At the close of the event, if exhibitors fail to pick-up or couriers refuse shipments, event management reserves the right to reroute such shipments where no disposition is provided.

PARAMOUNT CONVENTION SERVICES WILL REMOVE ANY FREIGHT LEFT ON THE EXHIBIT FLOOR AFTER 8:00 PM ON SATURDAY, APRIL 4, TO THE PARAMOUNT WAREHOUSE STORAGE AT THE EXHIBITOR’S EXPENSE.

These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labor, and rental space.

Boxes, crates, signs, or merchandise, especially paper brochures, being returned to the exhibitor must be clearly marked so they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed.

A FedEx office is located at the hotel to assist with courier services.

Please ensure that your courier or freight company will pick up materials on Saturday, April 4 after 5:00 pm.