

# OAH Annual Meeting Exhibitor Checklist



VENUE	
Marriott Wardman Park Exhibit Hall A	2660 Woodley Road NW, Washington, D.C. 20008
Move-in Day	Thursday, April 2   7:00 am - 1:30 pm
Exhibit Hall Hours	Thursday, April 2   2:00 pm - 8:00 pm Opening Night Reception   6:00 pm - 8:00 pm
	Friday, April 3   9:00 am - 5:00 pm
	Saturday, April 4   9:00 am - 5:00 pm
Move-out Day	Saturday, April 4   5:00 pm - 8:00 pm

CHECKLIST	DATE COMPLETED
<b>TO DO BEFORE YOU LEAVE THE SHOW</b>	
<input type="checkbox"/> Place your orders for equipment/services/labor/electric, etc.	
<input type="checkbox"/> Arrange for your inbound advance warehouse freight to arrive before the Advance Receiving Deadline or Arrange for your inbound show site freight to arrive during the installation hours.	
<input type="checkbox"/> Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.	
<input type="checkbox"/> Make sure shipments are properly labeled *pre-made labels available in Service Kit and at paramountcs.com*.	
<input type="checkbox"/> Arrange for outbound freight to be picked up before Force Freight Time.	
<input type="checkbox"/> Register all booth personnel	
<input type="checkbox"/> Book hotel rooms	
<b>BRING WITH YOU TO THE EVENT</b>	
<input type="checkbox"/> Your orders through Paramount or any other contractor, with confirmation	
<input type="checkbox"/> Inbound freight information: The carrier, carrier's phone number and tracking numbers for all inbound shipments. Number of items and weight of each one.	
<input type="checkbox"/> Outbound shipping information: Including carrier, destination address and billing information. You may use the show carrier if you do not wish to make other arrangements.	
<input type="checkbox"/> Outbound shipping labels: UPS/FedEx/DHL will not pick up shipments without their labels. Bring these labels with you for each piece that you will be shipping.	
<input type="checkbox"/> Outbound pick-up number: FedEx and UPS shipments only	
<input type="checkbox"/> Packing Tape: for packaging boxes	
<input type="checkbox"/> Shrink Wrap: For securing multiple boxes on a skid	