GENERAL EVENT INFORMATION

MOVE-IN DATE & TIME: THURSDAY, APRIL 2, 2020
7:00 am—1:30 pm

EXHIBITING DATES & TIMES: THURSDAY APRIL 2, 2020
2:00 pm—8:00 pm
Opening Night Reception | 6:00—8:00 pm

FRIDAY APRIL 3, 2020
9:00 am—5:00 pm

SATURDAY APRIL 4, 2020
9:00 am—5:00 pm

MOVE-OUT DATE & TIME: SATURDAY APRIL 4, 2019
5:00 pm—8:00 pm

LOCATION: Washington Marriott Wardman Park
Exhibit Hall A
2660 Woodley Road NW,
Washington, D.C. 20008

MAP:
MEETING PRODUCER: Organization of American Historians
112 N Bryan Ave.
Bloomington, Indiana, 47408
812 855 7311

MEETING CONTACTS:

For logistics, sales, and general inquiries:
Kristy Taylor 812 855 5520
Meetings and Sales Assistant ktaylor@oah.org
Hajni Selby 812 855 9853
Director of Programming & Conferences hselby@oah.org

For registration and payment information:
Karen Barker 812 855 9872
Accounting Assistant kbarker@oah.org

EVENT MANAGEMENT:

Throughout the conference, exhibitors can visit the registration desk for assistance. Event management will also be available on the show floor.

BOOTH INCLUDES:

Every 10’x10’ booth will be set with an 8’ high back-wall drape, 3’ high side-wall drape (excluding pavilions), 6ft draped table, two chairs, wastebasket, and a 7”x44” I.D sign.
Every Exhibit Lite will be set with 8’ high back-wall drape, 8ft draped table, two chairs, and one wastebasket.
Every Panel Display will be set with one 3x8 panel board ideal for a 44 by 62 inch poster, 4ft draped table, one chair, and one wastepaper basket.

**Materials handling is not included, and is the sole responsibility of the exhibitor**

THE EXHIBIT HALL IS CARPETED

DECORATOR & DISPLAYS:

Paramount Conventions Services, Inc. is the official decorator of The Organization of American Historians Annual Meeting. Paramount Convention services include: furniture rental, carpet, drape, signage, plants, and labor, including design and set up of custom rental displays. Order forms may be found on the online forms listing found at https://www.paramountcs.com/exhibitorservices

CLEANING SERVICES:

It is the exhibitor’s prerogative to order cleaning services for the interior of their booth. The Organization of American Historians will provide cleaning for aisles, meeting rooms, and common areas.
ENTRY TO THE EVENT:

Attendees must be registered before entering the exhibit floor. Event management reserves the right to refuse admission to the Annual Meeting to any visitor, exhibitor, or contractor who, in the opinion of event management, is unfit, intoxicated, or in any way creating disruption to the Annual Meeting.

EXHIBITOR BADGES:

Each exhibitor must register for the Annual Meeting. Registration instructions will be sent with a pass code to access the free passes specified by your exhibit/sponsorship level. Once the set number of passes have expired, all additional exhibit personnel must register for the conference at the exhibitor rate of $65.

All badges will be available for pick-up at the registration counter during move-in or during the event. For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the exhibit floor.

HOTELS & TRAVEL:

 Reserve your room before **MARCH 12, 2019** to receive the Annual Meeting room rate. Please note rooms are limited.

- Marriott Wardman Park
  - Single/Double Occupancy: $229

  Reserve online here

Federal Government rates available. Email meetings@oah.org for details.

**PLEASE NOTE:** The OAH will not call or authorize anyone to call any attendee, exhibitor, or sponsor to book their rooms. If you are contacted to book your room by any company claiming to represent the OAH, for security reasons please do not give out your personal information.

INSURANCE:

Neither event management nor the building owners will accept responsibility for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft or any other cause while in the building or on the grounds.

Exhibitors must have adequate insurance for their own personnel, exhibits, and materials against such hazards. It is recommended that booth personnel have a copy of their insurance certificate at the event.

SECURITY:

The OAH will provide 24-hour security in the exhibit hall however, exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area. **Laptops and small items of value should be removed at the end of each exhibit day.**