

General Information

LOCATION & DATES

Walter E. Washington Convention Center
Ballrooms A – C
801 Mount Vernon Place, NW
Washington, DC 20001

Saturday, August 24 to Sunday, August 25, 2019

EXHIBITOR MOVE-IN

Thursday, August 22	1:00 PM to 5:00 PM
Friday, August 23	8:00 AM to 4:00 PM

NOTE: After 4:30 PM, overtime rates will be in effect.

SHOW HOURS

Saturday, August 24	11:00 AM to 7:00 PM
Sunday, August 25	12:00 Noon to 6:00 PM

EXHIBITOR MOVE-OUT

Sunday, August 25	6:00 PM to 9:00 PM
-------------------	--------------------

NOTE: All day Sunday, overtime rates will be in effect.

Outside carriers must be checked in by **Sunday, August 25 at 8:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped Backwall – Color:	White
3' High Draped Siderails – Color:	White
1 – 6' Draped Tables – Color:	White
2 – Side Chairs	
1 – Wastebasket	
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

The Ballroom is carpeted with a **multi-colored** print.



General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Thursday, August 8, 2019



Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

IMPORTANT!!! Ship your materials to the advance warehouse by August 16.

Advance shipping begins **Friday, July 19** at **10:00 AM** and ends **Friday, August 16** at **4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
2019 Ubiquitous Women's Expo
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Advance Warehouse Receiving Hours: Monday – Friday, 10:00 AM to 4:00 PM

DIRECT SHIPPING

IMPORTANT!!! Do not ship any materials to the convention center prior to August 22.
Materials that arrive before August 22 at 1:00 PM will not be accepted.

Direct shipping will begin on **Thursday, August 22** at **1:00 PM**.

Direct shipping address:
(Your Company Name & Booth Number)
2019 Ubiquitous Women's Expo
c/o Hargrove
Walter E. Washington Convention Center
Ballrooms A – C
801 Mount Vernon Place, NW
Washington, DC 20001