

Your Booth

All in-line booth spaces will be automatically set with 8' high back drape 3' high side dividers and a 7" x 44" identification sign. Booths larger than 300 square feet may request an identification sign at no charge. Please use the Furniture order form to place additional drape orders.

Drape Color: Navy/White

Aisle Carpet: Blue Jay

- See Rules and Regulations for booth setup guidelines.
- Carpet/Flooring is **REQUIRED** for all exhibitors in the show and is the responsibility of the exhibitor.

Important Dates

<b>Discount Deadline Date</b>	Monday, April 10, 2023	
<b>Advance Freight Receiving Begins</b>	Monday, April 10, 2023	
<b>Late to Warehouse Surcharge begins</b>	Wednesday, May 3, 2023	
<b>Direct Freight Receiving Begins</b>	Wednesday, May 10, 2023	12:00 pm
<b>Exhibitor Move-In</b>	Wednesday, May 10, 2023	12:00 pm - 5:00 pm
	Thursday, May 11, 2023	9:00 am - 5:00 pm
<b>Show Hours</b>	Friday, May 12, 2023	9:30 am - 4:30 pm
	Saturday, May 13, 2023	9:30 am - 4:30 pm
	Sunday, May 14, 2023	9:30 am - 4:00 pm
<b>Exhibitor Move-Out</b>	Sunday, May 14, 2023	4:00 pm - 10:00 pm
	Monday, May 15, 2023	8:00 am - 12:00 pm
<b>Outbound Carrier Check-In Deadline</b>	Monday, May 15, 2023	10:00 am
<b>Show Floor to be Cleared by</b>	Monday, May 15, 2023	12:00 pm

Dismantle

The Expo Group will begin returning empty containers **once aisle carpet has been removed from the floor.**

**All carriers other than the official show carriers must check in by the deadline above, otherwise shipments will be subject to rerouting at the exhibitor's expense.**

Suspended Sign

The Expo Group handles all hanging signs weighing up to 200 lbs. - please see Suspended Sign Form.

Hanging Information

Please note that all Suspended Hanging Signs over 200lbs must go through **GLP**. You may contact them directly at **202-249-3607** or visit **www.glpproductions.com**.

Additional Services

If you need assistance with the following services, please click on link for additional information:

- TELEPHONE/ INTERNET: Smart City: <https://smartcitynetworks.com/venues-we-operate-in/walter-e-washington-convention-center/>

Walter E Washington Convention Center  
Halls D-E  
Washington DC  
May 11-15, 2023

Discount Deadline:  
April 10, 2023

Shipping Information

*(See labels included in manual.)*

**ADVANCE WAREHOUSE**

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>

IMMUNOLGY2023

The Expo Group

c/o ABF Freight

6720 Washington Blvd

Elkridge, MD 21075

**DIRECT SHIPMENTS**

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>

IMMUNOLOGY2023

The Expo Group

c/o Walter E Washington Convention Center - Halls D and E

801 Mt. Vernon Place, NW

Washington, DC 20001

**Please Note:**

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**Show Carriers**

Common Carrier:

ABF Freight

Air Carrier / Small Package:

Airways Freight