### **FAST FACTS**



#### ACC Expo Team

Operations, Logistics, Regulations, EACs, Additional Booth Activities

Kent Riffert
Director, Expo Logistics
(202) 375-6439

#### **Learning Destinations**

Christy Troiano Director, Expo Sales (202) 375-6118

### **Exhibitor Marketing Materials Review**

promotional@acc.org

# ACC Exhibit, ExpoSuite and Promotional Opportunities Sales

Craig Baker (703) 679-3942

## Payments, Company Listings & Updates

<u>Devinn Esberry</u> Finance Manager (703) 592-4391

# Ancillary (Non-CME, Non-Certified Industry) Events

<u>Kayce Henderson</u> (703) 679-3941

#### **Sponsorship Fulfillment**

Terri Landis

Sr. Sponsorship Operations Manager (703) 679-3906

# Other Key ACC Staff Media/Exhibitor Newsroom

Nicole Napoli

Director, Media Relations (202) 375-6523

### **Independent Certified Sessions** (CME/CNE/CE)

Holly Santry Education Content Associate (202) 375-6593

### Associate VP, Annual Scientific Session

Sue Sears Hamilton (202) 375-6660

#### OFFICIAL VENDORS

### Exhibitor Housing & Registration Maritz

(864) 342-6394 ACCexh@maritz.com

### Mailing List Rental

<u>Infocus Marketing</u> (800) 708-5478

### General Service Contractor (Freeman)

Labor, Freight/Handling, Shipping Customer Service (888) 508-5054

#### Rick Halvorson

Freight Target Changes (214) 695-1049

#### Venue

Walter E. Washington Convention Center

801 Mt. Vernon Place, NW Washington, DC 20001 (202) 249-3000

#### Electrical, Rigging

Hi-Tech Electric (202) 259-3600

#### Internet, Telecommunications

Smart City

(888) 446-6911

### **Booth Catering**

Aramark

(202) 249-3561

#### **Booth Cleaning**

<u>Aramark</u>

(202) 255-1282

#### Expo Dates & Hours\*

 Saturday, April 2
 9:00 a.m. - 4:45 p.m.

 Sunday, April 3
 9:00 a.m. - 4:45 p.m.

 Monday, April 4
 9:00 a.m. - 2:00 p.m.

\*Exhibitor personnel with appropriate badge colors or Exhibitor ribbon are permitted in the hall beginning at 8am.

#### Exhibitor Registration Hours\*

Thursday, March 31	8:00 a.m. – 5:00 p.m.
Friday, April 1	8:00 a.m. – 6:00 p.m.
Saturday, April 2	6:30 a.m. – 6:00 p.m.
Sunday, April 3	6:30 a.m. – 6:00 p.m.
Monday, April 4	7:00  a.m. - 2:00  p.m.

\*Temporary badges will be issued at the entry to the hall and/or EAC check-in desk to exhibitors who arrive prior to Thursday, and have not received their pre-registered badge(s) by mail. (see next page)

#### **Exhibit Installation Hours**

Refer to the freight Target Floor Plan for your specific freight receiving/delivery date.

Tuesday, March 29	8:00 a.m. – 5:00 p.m. <sup>+</sup>
Wednesday, March 30	8:00 a.m. – 5:00 p.m. <sup>+</sup>
Thursday, March 31	8:00 a.m. – 5:00 p.m. <sup>+</sup>
Friday, April 1**	$8:00 \text{ a.m.} - 7:00 \text{ p.m.}^+$

\*Overhead/steel structure only. Preapproval required via Freeman.

\*Refer to the freight target floor plan for your booth's official targeted move-in day/time.

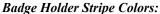
\*\*All crates and materials must be removed by 2:00 p.m. on Friday; work may continue within exhibitor booths until 7:00 p.m. On Friday, only exhibitors with 10' linear booths in small cases (not wooden crates) may plan on beginning their set-up; exhibitors in larger booths may continue set-up work within the confines of their booth spaces and/or ExpoSuites ONLY.

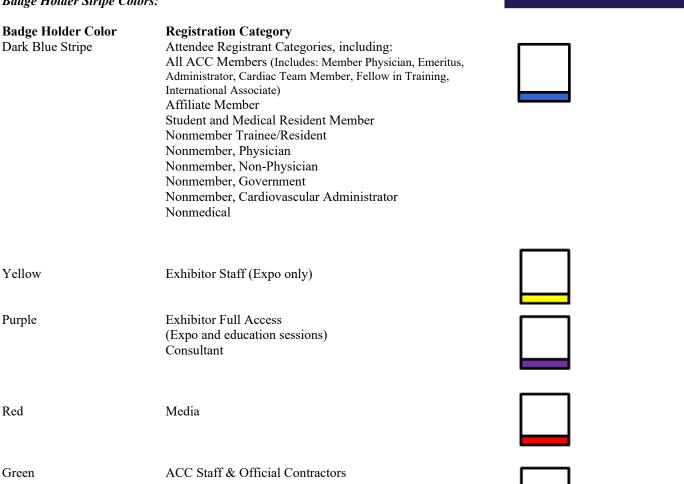
#### **Exhibit Dismantle Hours**

Monday, April 4\* 2:00 p.m. – 7:00 p.m. Tuesday, April 5 8:00 a.m. – 5:00 p.m. Wednesday, April 6 8:00 a.m. – 12:00 noon

\* Only linear (10' deep) booths or booths which do not require return of empty packaging should plan to complete move-out on Monday afternoon.

### **FAST FACTS**





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#### Exhibitor Appointed Contractor Worker Button Pickup

EAC buttons will be distributed beginning the first morning of exhibitor move-in. A list of names will be required for the number of buttons requested. Buttons will be given to the first supervisor from each company who checks in. EAC check-in is at the M Street Labor Entrance.

### Exhibitor Lounge

For your convenience, an Exhibitor Lounge will be available for in the rear of Hall B for use by exhibitor-badged personnel during move-in and exhibit hours. Comfortable furnishings, computers, printers, and beverage service are provided by ACC.

The main first aid office will be located in the front of Hall A. In an emergency, please notify any security guard, show management staffer, or Freeman representative, who can access first aid via two-way radio.

### Service Center, Floor Managers

The on-site Exhibitor Service Center will be located in the rear of Hall A. The Service Center includes representatives of official exhibitor service partners, including Freeman, and ACC's Floor Managers. ACC expo and sales staff can be contacted via the Expo Office in Hall B, or the Floor Managers service desk.

Roving Freeman concierge service staff will be visiting booths and can help place orders and tackle issues.