

## General Information

### LOCATION & DATES

Gaylord National Resort & Convention Center  
Halls A & B  
201 Waterfront Street  
National Harbor, MD 20745

Tuesday, October 31 to Friday, November 03

### EXHIBITOR MOVE-IN

Tuesday, October 31                      12:00 PM to 5:00 PM  
Wednesday, November 01              8:00 AM to 2:30 PM

NOTE: Overtime rates in effect after 4:30 PM

### SHOW HOURS

Wednesday, November 01      4:15 PM to 6:15 PM – Exhibit Hall Opening Reception  
Thursday, November 02              11:15 AM to 1:15 PM – Lunch in the Exhibit Hall  
    4:15 PM to 6:15 PM – Networking Reception in the Exhibit Hall  
Friday, November 03                      11:45 AM to 1:15 PM – Lunch in the Exhibit Hall

### EXHIBITOR MOVE-OUT

Friday, November 03                      1:30 PM to 4:30 PM

Outside carriers must be checked in by **Friday, November 03 at 3:30 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(s):              **Blue**  
3' High Draped **Siderails** – Color:                      **Blue**  
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Blue Jay**

NOTE: Per Show Management, exhibitors must carpet their booth space(s) at their own expense; carpeting may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit Flooring Affidavit. Exhibitor –supplied flooring is subject to material handling and labor charges.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Monday, October 9, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

#### **Monday, October 16, 2023 RENTAL BOOTH ART SUBMISSION DEADLINE**

#### **Monday, October 23, 2023 CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Thursday, September 28** at **8:00 AM** and ends **Friday, October 27** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)  
Design-Build Conference & Expo 2023  
c/o Hargrove  
TForce Freight  
6571 Washington Boulevard  
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

NOTE: The warehouse will be closed on October 9th.

### DIRECT SHIPPING

Direct shipping will begin on **Tuesday, October 31** at **12:00 PM**.

Direct shipping address:

(Your Company Name & Booth Number)  
Design-Build Conference & Expo 2023  
c/o Hargrove  
Gaylord National Resort & Convention Center  
Halls A & B  
201 Waterfront Street  
National Harbor, MD 20745

**NOTE: Direct shipments received before 8:00 AM or after 4:30 PM Monday thru Friday will be assessed a 40% overtime surcharge.**