



## EVENT & VENUE

### Bethesda NEWH Regional Tradeshow

August 31, 2021

Bethesda North Marriott Hotel and Conference Center

Grand Ballroom D-H

Rockville, MD



## IMPORTANT DATES

Friday, July 30, 2021

### ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Tuesday, August 3, 2021

### ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Wednesday, August 25, 2021

### ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



## SCHEDULE

Tuesday, August 31, 2021

7:00am - 11:00am

EXHIBITOR MOVE-IN

Tuesday, August 31, 2021

12:00pm - 6:00pm

SHOW HOURS

Tuesday, August 31, 2021

6:00pm - 8:00pm

EXHIBITOR MOVE-OUT

Tuesday, August 31, 2021

8:00pm

### OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

Tuesday, August 31, 2021

7:00pm

### CARRIER CHECK-IN DEADLINE

Tuesday, August 31, 2021

8:00pm

### RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



## BOOTH EQUIPMENT

EACH 6'X6' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape  
3'H Black Siderail Drape  
1 - 4' or 6' Black Skirted Table (requested through NEWH)  
1 - Side Chair (requested through NEWH)  
Standard Booth Identification Sign

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Wednesday, August 25, 2021**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

## ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
Bethesda NEWH Regional Tradeshow  
c/o Alliance Exposition / Old Dominion Freight  
16503 Hunters Green Pkwy  
Hagerstown, MD 21740

## OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
Bethesda NEWH Regional Tradeshow  
c/o Alliance Exposition  
Bethesda North Marriott Hotel and Conference Center  
Grand Ballroom D-H  
5701 Marinelli Rd  
Rockville, MD 20852

Outbound shipments not consigned to Old Dominion Freight, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **6:00pm and 8:00pm** on **Tuesday, August 31, 2021** only. Carrier check-in deadline is **7:00pm** on **Tuesday, August 31, 2021**.

All exhibit materials must be removed from the exhibit hall by **8:00pm** on **Tuesday, August 31, 2021**.

**For assistance, please contact Exhibitor Services at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com.**

**Alliance Nationwide Exposition**

**R U S H**

**DO NOT DELAY**

**Must Arrive Between  
Fri, July 30 2021 - Wed, August 25 2021**

To: \_\_\_\_\_  
(Exhibitor Name)

**c/o Alliance Exposition / Old Dominion Freight  
16503 Hunters Green Pkwy  
Hagerstown, MD 21740**

**ADVANCE WAREHOUSE**

**Bethesda NEWH Regional Tradeshow**

**BOOTH NUMBER: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.**

**Carrier: \_\_\_\_\_**

**Alliance Nationwide Exposition**

**R U S H**

**DO NOT DELAY**

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To: \_\_\_\_\_  
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**c/o Alliance Exposition / Old Dominion Freight  
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**ADVANCE WAREHOUSE**

**Bethesda NEWH Regional Tradeshow**

**BOOTH NUMBER: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.**

**Carrier: \_\_\_\_\_**