

## General Information

### LOCATION & DATES

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

Thursday, January 4 to Sunday, January 7

### EXHIBITOR MOVE-IN

Thursday, January 4	10:00 AM to 4:00 PM
Friday, January 5	8:00 AM to 12:00 PM

### SHOW HOURS

Friday, January 5	3:00 PM to 5:30 PM
Saturday, January 6	11:30 AM to 2:30 PM
Sunday, January 7	9:00 AM to 12:00 PM

### EXHIBITOR MOVE-OUT

Sunday, January 7	12:00 PM to 8:00 PM
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NOTE: Overtime hours will be in effect all day Sunday.

Outside carriers must be checked in by **Sunday, January 7 at 7:00 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(s): **Grey**  
3' High Draped **Siderails** – Color: **Grey**  
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo**

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, December 11, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

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

#### **Monday, December 18, 2023 RENTAL BOOTH ART SUBMISSION DEADLINE**

#### **Friday, December 22, 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 **Friday, December 1** at **8:00 AM** and ends **Friday, December 29** at **3:00 PM**.

Advance shipping address:  
(Your Company Name & Booth Number)  
ACA Winter Conference 2024  
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 December 25 and January 1.

### DIRECT SHIPPING

Direct shipping will begin on **Thursday, January 4** at **10:00 AM**.

Direct shipping address:  
(Your Company Name & Booth Number)  
ACA Winter Conference 2024  
c/o Hargrove  
Gaylord National Resort & Convention Center  
Halls B - D  
701 National Harbor Blvd.  
National Harbor, MD 20745