

General Information

LOCATION & DATES

Walter E. Washington Convention Center
Level 1 (Street Level)
801 Allen Y. Lew Pl NW
Washington, DC 20001

Tuesday, January 16 to Thursday, January 18, 2024

EXHIBITOR MOVE-IN

Tuesday, January 16 12:00 PM to 3:00 PM

NOTE: Exhibitors must be show-ready by 3:00 PM for welcome reception in show area.

SHOW HOURS

Tuesday, January 16	5:00 PM to 6:00 PM
Wednesday, January 17	8:00 AM to 6:00 PM
Thursday, January 18	8:00 AM to 3:00 PM

EXHIBITOR MOVE-OUT

Thursday, January 18 3:00 PM to 6:00 PM

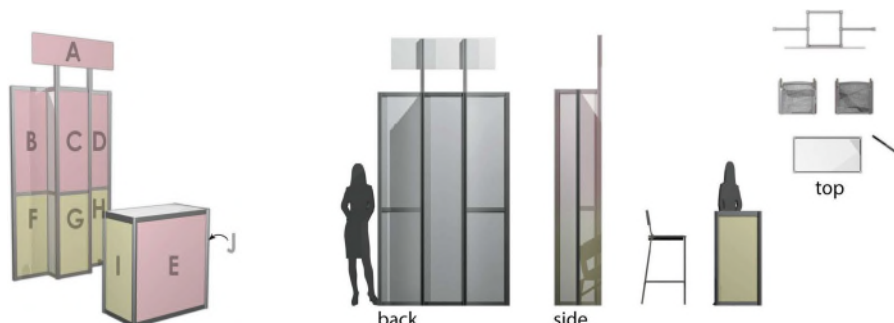
NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in by **Thursday, January 18 at 5:00 PM**. Material Handling Agreements must be turned into Hargrove by **6:00 PM**. Outbound shipping arrangements can be made with [Hargrove](#).

STANDARD BOOTH EQUIPMENT

Each **Custom Kiosk** includes the following standard equipment:

- 1 – Custom Kiosk (as pictured with custom color graphics submitted by Exhibitor.)
- 2 – Barstools
- 1 – Wastebasket



Graphic panels A through E are included with this unit. Panels F through J may be purchased for an additional \$60 per panel. See Guidelines for Submitting Artwork for more details.

General Information (cont.)

IMPORTANT NOTES FROM SHOW MANAGEMENT

- No tapes, adhesives, or any items are to be used to hang or attach signs or display materials to the facility walls.
- There is no security guard service provided with this event. Please do not leave anything of extreme value in your display area such as laptops, briefcases, camera's, giveaways, etc.

For additional Show Management information: www.sae.org/events/gim/

ADVANCE SHIPPING

Advance shipping begins **Thursday, December 14** at **8:00 AM** and ends **Wednesday, January 10** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
SAE GI Meeting 2024
c/o Hargrove
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

NOTE: December 25 and January 1 are holidays and the advance warehouse will be closed.

DIRECT SHIPPING

There is **NO DIRECT SHIPPING** for this event. Please use advance warehouse above.

ADDITIONAL INFORMATION

If you require additional display furnishings or accessories, please call 301.306.4627 for rental item availability and pricing. Advance Order Deadline: **Friday, December 29, 2023**

- Orders can be placed online at: <https://hargrove.boomerecommerce.com>
- Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order labor and material handling services, request shipping quotes, and more. The exhibitor service manual for your event is also available here for reference.

For your convenience, shipping labels are included in this manual.

- To secure a quote or arrange for shipping your display materials to this event, please contact [Hargrove Shipping](#) at 301.306.4620 or shipping@hargroveinc.com.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



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