



## 2024 FLEET EXPO AT THE WASHINGTON, DC AUTO SHOW®

This Information Kit is intended to aid in the shipping, set-up and dismantling of your company's exhibit. If you are not the correct individual to receive this information, please forward this kit to the applicable individual(s).

We strongly suggest that you order all labor, furnishings, and utilities that your exhibit requires as soon as possible. Ordering in advance will save you time and money. On-site orders will be subject to surcharges and will not be filled until all advance orders are filled.

**SHOW LOCATION:** Walter E. Washington Convention Center  
801 Allen Y. Lew Place, NW  
Washington, DC 20001  
Phone: (202) 249-3000

**SHOW HOURS:** Tuesday, January 23, 2024 10:00 AM - 3:00 PM  
Wednesday, January 24, 2024 10:00 AM - 3:00 PM

**BOOTH EQUIPMENT:** Each 10'X10' booth will be set with an 8' high back drape, 3' high side drapes and one 7"X44" Exhibitor ID sign with booth number. All exhibit spaces include bluejay carpet.

**SHOW COLORS:** 8' high back wall colors: Blue & White. 3' high side rail color: Blue

**BOOTH SIZE:** 10'X10' (unless otherwise indicated on floor plan)

**EXHIBITOR MOVE-IN:** Monday, January 22, 2024, 8AM-6PM.

**VEHICLES:** All VEHICLES WILL BE allocated a targeted move-in time that must be strictly followed. After your vehicles are in place, please be sure that: ALL vehicle batteries are disconnected and cable ends are taped, ALL vehicles must have either a locking gas cap or a gas cap sealed with tape. **Fuel in tanks must not exceed ¼-tank or five (5) gallons, whichever is less.**

**ALL** exit doors and fire safety equipment cannot be blocked or obstructed.

All exhibits must be constructed so they **DO NOT BLOCK ANOTHER EXHIBIT**. Show management may require an exhibitor make changes in its exhibit if, in management's opinion, the exhibit interferes with the rights of another exhibitor.

**MOVE-OUT:** Wednesday, January 24, 2023 from 3PM-5PM. All exhibits must be removed by 12 Noon on Thursday, January 25, 2024 unless other arrangements have been approved by management.

**SOUND LEVELS:** The sound level of all presentations must be maintained at a reasonable level and must not interfere with neighboring exhibits. Show management reserves the right to determine an acceptable sound level in all instances.

# FedFleet

## 2023

**LIABILITY:** Each exhibitor is entirely responsible for the space that it occupies and agrees to reimburse the Walter E. Washington Convention Center for any damages to the floors, walls or columns, which have occurred in its area.

**SECURITY:** Items that are vulnerable to theft should be locked up or removed prior to leaving.

**DECORATIONS:** Office and custom furniture is available for rent through Hargrove. For additional (301) 306-4627 or email [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

**LABOR:** Hargrove, Inc. is the official, exclusive drayage and decorating contractor for The Washington, DC Auto Show®. Exhibitors may hand-carry materials into the Walter E. Washington Convention Center provided the materials are handled by one person in one trip without the use of a mechanical device. Hand trucks, dollies or any power equipment are restricted to usage by Hargrove union personnel only.

Exhibitors are allowed to set-up and dismantle their own exhibits in the District of Columbia without charge or interference, provided that such work is performed by no more than two full-time employees in one hour or less on the move-in and one hour or less on the move-out without the use of power tools. Exhibitors' full-time employees may also work within a 10'X10' or smaller booth without union labor provided no power tools are used and may unpack and place their products on display within their booth.

If you need assistance with your display, union labor is available through Hargrove. If you have any questions regarding labor, call Hargrove's Exhibitor Help Line at (301) 306-4627.

**DIRECT SHIPMENTS TO EXHIBIT FACILITY:**

Hargrove will receive shipments at the Walter E. Washington Convention Center beginning on January 22, 2024. Shipments sent directly to the Walter E. Washington Convention Center earlier must be arranged with Hargrove in advance.

For additional information, please refer to the "Material Handling Information/Material Handling Estimate" forms within the Exhibitor Services Kit.

For services other than what is included in your booth, please see the show service order forms within the Exhibitor Services Manual. PLEASE CHECK THE DISCOUNT DEADLINES FOR ORDERS THAT MAY PERTAIN TO YOUR COMPANY OR ORGANIZATION. A credit card on file is required for all exhibitor orders with Hargrove Inc.

If you need assistance, additional information or special services, please Hargrove at (301) 306-4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)