

General Information

LOCATION & DATES

Walter E. Washington Convention Center
Hall C
801 Allen Y. Lew Pl NW
Washington, DC 20001

Monday, January 22 to Wednesday, January 24, 2024

EXHIBITOR MOVE-IN

Monday, January 22 8:00 AM to 6:00 PM

NOTE: Overtime in effect after 4:30 PM

SHOW HOURS

Tuesday, January 23 10:00 AM to 3:00 PM
Wednesday, January 24 10:00 AM to 3:00 PM

EXHIBITOR MOVE-OUT

Exhibitor / Vehicle Move-Out:

Wednesday, January 24 – 3:00 PM to 6:00 PM
Thursday, January 25 – 8:00 AM to 12:00 Noon

Outside Carrier Check-In:

Wednesday, January 24 – 4:00 PM
Thursday, January 25 – 10:00 AM

Material Handling Agreement to Hargrove Service Center:

Wednesday, January 24 – 6:00 PM
Thursday, January 25 – 12:00 Noon

Final Clean-Up/Move-Out Ends:

Thursday, January 25 – 12:00 Noon

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

10' High Draped **Backwall** – Color(s): **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
(1) 6' Draped Table – Color: **Blue**
(2) Padded Side Chairs
(1) Wastebasket
(1) 7" x 44" **Identification Sign** with Company Name & Booth Number

The exhibit booth spaces and aisles are carpeted. Carpet color: Bluejay

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Friday, December 29, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE

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

Friday, January 5, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE

Friday, January 12, 2024 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



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

ADVANCE SHIPPING

Advance shipping begins **Wednesday, December 20** at **8:00 AM** and ends **Friday, January 19** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
2024 Fed Fleet Expo
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: December 25 and January 1 are holidays and the warehouse will be closed.

NOTE: Shipments will be moved to site on overtime.

DIRECT SHIPPING

Direct shipping will begin on **Monday, January 22** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)
2024 Fed Fleet Expo
c/o Hargrove
Walter E. Washington Convention Center
Hall C
801 Allen Y. Lew Pl NW
Washington, DC 20001

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM Monday thru Friday will be assessed a 35% overtime surcharge.