



EXHIBITOR REFERENCE GUIDE

EXPO LOCATION

Walter E. Washington Convention Center
Halls ABC
801 Mount Vernon Place NW
Washington, D.C. 20001

EXHIBIT HALL SCHEDULE

Move-In

Friday, May 17	8 a.m.–5 p.m. (Island Booths only)
Friday, May 17	12–5 p.m. (all exhibitors)
Saturday, May 18	8 a.m.–5 p.m.
Sunday, May 19	8 a.m.–5 p.m.

IMPORTANT: All exhibits must be set and ready by 5 p.m. on Sunday, May 19. Please plan travel arrangements accordingly.

Show Hours

Monday, May 20	9:30 a.m.–3 p.m.
Tuesday, May 21	9:30 a.m.–3 p.m.
Wednesday, May 22	9:30 a.m.–1:30 p.m.

Move-Out

Wednesday, May 22	1:45–7 p.m.
Thursday, May 23	8 a.m.–3 p.m.

IMPORTANT: Freeman will begin returning empty containers as soon as the EXPO closes. The entire process takes approximately two to four hours. Out of respect for the show, your neighbors, and the conference attendees, please do not pack up your booth prior to 1:45 p.m. on Wednesday, May 22. *Early tear down is a blatant violation of show rules and regulations.* Please plan travel arrangements accordingly. All displays must be completely removed from the exhibit hall by 3 p.m. on Thursday, May 23.

WHAT'S INCLUDED WITH YOUR BOOTH?

The following is included in the rental fee of each 10' x 10' booth:

- 8' high draped back wall, 3' high draped side walls in show colors
- one 7" x 44" identification sign

- one complimentary Full Conference Exhibitor registration per 10' x 10' booth (allows access to EXPO, General Sessions, and Education Sessions)
- three Booth Personnel registrations per 10' x 10' booth (allows access to the exhibit hall only)
- company listing in the 2019 program guide, the April issue of *TD* magazine, the conference website, and the conference app
- use of the pre-conference and post-conference attendee mail list for one-time use through a third-party mail house.

ADDITIONAL BOOTH EQUIPMENT AND SERVICES

The following order forms are included in the exhibitor manual in the “Facility and Other Contractors” section. Please check the actual forms for their deadline dates. Order all services at least three to four weeks in advance.

Telecommunications • Audiovisual • Photography
Floral • Computer Rental • Lead Retrieval

Remember that on-site orders are last on the priority list and usually more expensive. To save time and money and to reduce lines at the Service Center, please order in advance.

SHOW COLORS

Booth Drape: Gray and gold

Aisle Carpet: Midnight blue

FLOOR COVERING AND CARPET

All exhibitors must provide a floor covering or carpet for their entire booth space. If a floor covering is not in place on Sunday, May 19, at 5 p.m., show management will force carpet and the exhibitor will be charged accordingly. Please refer to the Carpet Brochure and Order Form in the Exhibitor Manual.

BOOTH CLEANING

Cleaning of your exhibit space is not included with the rental of your booth. Additional services for debris created must be ordered through Freeman. A form for cleaning services can be found under the section labeled “Freeman.”

LABOR JURISDICTIONS

Please see the Labor Jurisdiction Guidelines under the Freeman link in this manual. Please read all union information before arriving on-site. If you have any questions, please contact the Freeman Exhibitor Services Department.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors who plan to use a service contractor other than the official contractor (Freeman) to unpack, erect, assemble, dismantle, and pack displays or equipment must provide the service company name,

address, and supervisor name to Show Management in writing by April 19. Please refer to the Exhibitor-Appointed Contractor form found in the manual. This form must be submitted with a Certificate of Insurance.

EXPECTED ATTENDANCE

Management expects over 10,000 learning and performance professionals from around the globe to attend ATD 2019. ATD attendees are looking to network, advance their skills and knowledge, and begin or continue supplier relationships to help their organizations.

DISTRIBUTION OF GIFTS, SAMPLES, OR PRINTED MATERIALS

Exhibitors can only distribute gifts, samples, souvenirs, and printed material from the confines of their booth space. Any materials left outside your booth will be removed, and if the activity persists, your booth may be shut down.

UNDER 18

No one under the age of 18 is permitted in the EXPO at any time, especially during move-in. Please instruct your on-site booth staff to leave children at home or with another adult while they access their booth.