

General Information

LOCATION & DATES

Walter E. Washington Convention Center
Meeting Rooms
801 Allen Y. Lew Place. NW
Washington, DC 20001

Thursday, May 30 to Friday, May 31, 2024

EXHIBITOR MOVE-IN

Wednesday, May 29	12:00 PM	-	4:00 PM
Thursday, May 30	8:00 AM	-	10:00 AM

NETWORKING LUNCH WITH EXHIBITORS

Thursday, May 30	12:15 PM	-	1:45 PM
Friday, May 31	11:45 AM	-	1:30 PM

EXHIBITOR MOVE-OUT

Friday, May 31	3:30 PM	-	4:30 PM
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Outside carriers must be checked in by **Friday, May 31** at **3:30 PM**. Please see the [Move-Out Information sheet](#) for more details.

General Information (cont.)

STANDARD KIOSK EQUIPMENT

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

1 – Custom Kiosk (as pictured with standard graphics.)

2 – Barstools

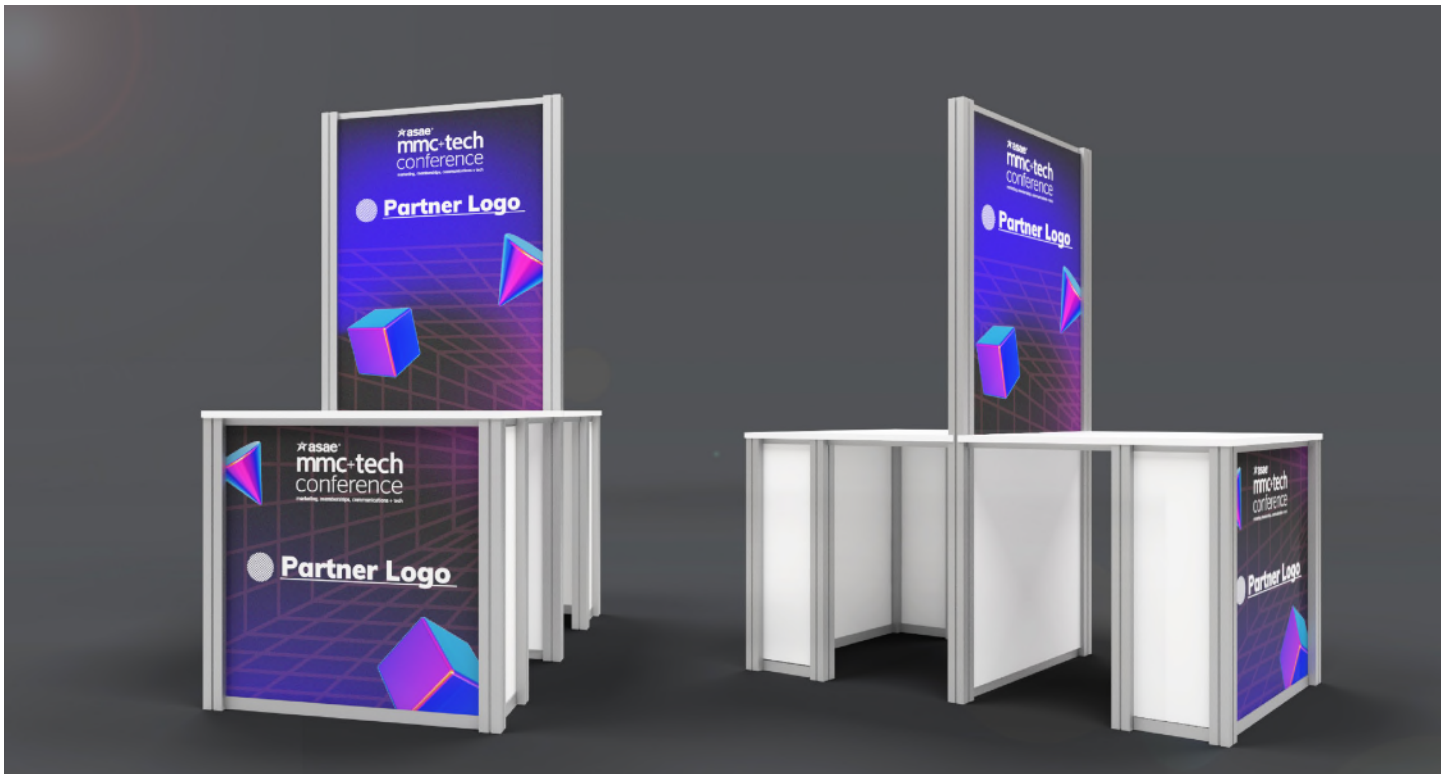
1 – Wastebasket

Complimentary Electrical Hook-up (must be pre-ordered. Onsite Orders will be at the expense of the exhibitor) 3

2 – Complimentary Exhibitor Registrations, with option to purchase an additional for \$799/ea.

Optional QR code on Kiosk with designated URL that exhibitor submits

Graphic panels as shown with exhibitor's logo and QR code are included with this unit. Exhibitors may submit new artwork for panels D1, C1, and C2 (see drawings under Guidelines for Submitting Artwork)) for an additional \$780.



Note: final artwork submission date of **May 13th** – this would be for all logos, QR codes and custom artwork. If artwork, logos or QR codes are submitted after this date there will be a 20% rush fee incurred.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Tuesday, April 9, 2024 – GRAPHIC FILES DUE

Tuesday, May 7, 2024 - ADVANCE ORDER DEADLINE

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

Monday, May 13, 2024 – GRAPHICS FINAL APPROVAL

Tuesday, May 21, 2024 - 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 **Friday, April 26** at **9:00 AM** and ends **Friday, May 24** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Kiosk Number)

MMCC 2024

c/o Hargrove

Hargrove, LLC

1 Hargrove Drive

Dock 2

Lanham, MD 20706

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **4:00 PM**

Please note May 27th is a holiday and the warehouse will be closed.

DIRECT SHIPPING

There is NO DIRECT SHIPPING to this event.

All shipments must be consigned to Hargrove and shipped to the advance warehouse. If your materials cannot arrive at the advance warehouse on or before **Friday, May 24**, contact Hargrove Exhibitor Services at **301.306.4627** or exhibitorservices@hargroveinc.com. Shipments sent directly to the Walter E. Washington Convention Center may be refused and will be subject to material handling fees plus a 50% surcharge.

OUTBOUND SHIPMENTS

All shipments will be returned to the advance warehouse. Shipments will be available for pick up starting on **June 7, 2024**. Material Handling Agreements must be turned in at the Hargrove Service Desk by **Friday, May 31 at 4:30 PM**. Please see the [Move-Out Information](#) sheet for more details.