

GENERAL SERVICES CONTRACTOR



MMC+Tech 2024

EXHIBITOR SERVICE KIT



WE BELIEVE IN THE POWER OF HUMAN CONNECTION.

ASAE Show Management Welcome

Dear Valued Exhibitor:

Hargrove from Encore is the official General Services Contractor for [ASAE's Marketing, Membership, Communications + Tech Conference \(MMC+Tech\)](#). They are responsible for all freight movement at the Walter E Washington Convention Center. With their partnership, we want to ensure a smooth experience from shipping your materials, ordering labor to bring any materials to your kiosk during set-up or any additional furnishings you may need to order for this event. Enclosed in this packet is everything you need to ensure your kiosk is prepared for onsite as you like. If you have questions or need assistance, contact the Hargrove Exhibitor Service department by phone at 301-306-4627, or by e-mail at exhibitorservices@hargroveinc.com.

Please take a moment and thoroughly review the shipping instructions contained in this service kit. We are pleased to offer you this one stop shop for securing any of your additional kiosk needs.

WHAT IS COMING WITH YOUR KIOSK:

- Custom Kiosk (*As pictured within this service kit, with custom color graphics to be submitted by Exhibitor.*)
- 2 – Barstools
- 1 – Wastebasket
- Complimentary Electrical hook up (*Must be pre-ordered. Onsite orders will be at the expense of the exhibitor.*)
- 2 – Complimentary Exhibitor Registrations
- QR Code with designated URL that exhibitor submits
- *And more!*

COMING SOON! Be on the lookout for your Exhibitor Service Center (ESC) credentials. This is your online portal, accessible 24/7. ASAE Show Management Team also sends biweekly newsletters providing updates and access to additional resources such as Event Checklist to keep track of deadlines, rules and regulations, ways to maximize your experience, updating your online profile, online exhibitor registration, gamification details/sign up and so much more!

Please let us know if there is anything we can do to assist you anytime. If you have any questions or need assistance, please do not hesitate to email us at exhibit@asaecenter.org or call 202.626.2805. We are very much looking forward to working with you!

Sincerely,

The ASAE Exhibits Team