

# QUICK FACTS



## EVENT & VENUE

### ABAA Building Enclosure Conference

May 7 - 8, 2024  
Hyatt Regency Reston  
Grand Ballroom  
Reston, VA



## IMPORTANT DATES

Friday, April 5, 2024

### ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Monday, April 8, 2024

### ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Monday, April 15, 2024

### ADVANCE ORDER DEADLINE - CUSTOM GRAPHICS & CUSTOM TABLE THROWS

All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

Monday, April 29, 2024

### ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



## SCHEDULE

Monday, May 6, 2024

1:00pm - 5:00pm

EXHIBITOR MOVE-IN

Tuesday, May 7, 2024

7:00am - 5:00pm

SHOW HOURS

Wednesday, May 8, 2024

7:30am - 4:30pm

Wednesday, May 8, 2024

4:30pm - 7:00pm

EXHIBITOR MOVE-OUT

Wednesday, May 8, 2024

7:00pm

### OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

Wednesday, May 8, 2024

6:00pm

### CARRIER CHECK-IN DEADLINE

Wednesday, May 8, 2024

7:00pm

### RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



## BOOTH EQUIPMENT

EACH 8'X10'/10'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape  
3'H Black Siderail Drape  
1 - 6' Black Skirted Table  
2 - Side Chairs  
1 - Wastebasket  
Standard Booth Identification Sign

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Monday, April 29, 2024**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

## ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
ABAA Building Enclosure Conference  
c/o Alliance Exposition  
188 Brooke Rd  
Door #15  
Winchester, VA 22603

Warehouse receiving hours are **Monday - Friday, 8:30am - 2:30pm (local time)**.

## OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
ABAA Building Enclosure Conference  
c/o Alliance Exposition  
Hyatt Regency Reston  
Grand Ballroom  
1800 Presidents St  
Reston, VA 20190

Outbound shipments not consigned to Alliance Transportation and Logistics, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **4:30pm and 7:00pm on Wednesday, May 8, 2024** only. Carrier check-in deadline is **6:00pm on Wednesday, May 8, 2024**.

All exhibit materials must be removed from the exhibit hall by **7:00pm on Wednesday, May 8, 2024**.

For assistance, please contact Exhibitor Services at 888.528.2011 or [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com).

As of August 2023, a 9.3% Fuel and Labor Surcharge will be added to all orders placed with Alliance Nationwide Exposition.