



# Transportation Research Board 96th Annual Meeting

January 8–12, 2017 ■ Washington, D.C.

## QUICK FACTS

### Booth Equipment:

Each 10' x 10' booth will be set with 8'-high back drape, 3'-high side drape, and one 7" x 44" one-line booth identification sign.

### Show Colors:

Back drapes will be blue-white-blue. Side drapes will be blue. Aisle carpet will be “blue jay” (blue & black speckled).

### Exhibit Hall Carpet:

The exhibit area is *not* carpeted; however, aisles will be carpeted in blue. ***Floor covering of your booth is mandatory.*** Please refer to the Carpet form in the section on [General Service Contractor Forms](#).

### Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by Thursday, December 22, 2016. The package includes one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$335. (Note the package does *not* include carpet). To order this package refer to the Booth Package Special form in the section on [General Service Contractor Forms](#).

### Discount Price Deadline:

Place your order by Thursday, December 22, 2016, to take advantage of advance discount rates.

### Show Schedule:

#### ***Exhibitor Move-In:***

Friday, January 6, Noon–4:30 PM (By appointment only for booths of 400+ sq ft)

Saturday, January 7, 8:30 a.m.– 4:30 p.m.

Sunday, January 8, 8:30 a.m.– 1:00 p.m.\*

*Note: Overtime rates are in effect all day Saturday and Sunday.*

*\*Booth structures must be completely set by 1:00 p.m. on Sunday, however you still may adjust the layout of your display materials until 3:00 p.m. Exhibits must be completely ready by 3:00 p.m. on Sunday.*

#### ***Exhibit Hours***

Sunday, January 8, 4:00 p.m.–7:00 p.m. (Opening and Reception)

Monday, January 9, 9:00 a.m.–4:00 p.m.

Tuesday, January 10, 9:00 a.m.–4:00 p.m.

**Exhibitor Move-Out**

Tuesday, January 10, 4:00 p.m.–10:00 p.m.

Wednesday, January 11, 8:00 a.m.–Noon

*Note: Overtime rates are in effect after 4:30 p.m. on Tuesday and Wednesday.*

**Shipping Addresses:**

**Advance shipments** must be received *no later* than 4:00 p.m. on Monday, January 2, at:

[Company Name]

[Booth Number]

Transportation Research Board 96th Annual Meeting

c/o Hargrove

YRC Washington

7600 Preston Drive

Landover (Hyattsville), MD 20785

**Direct shipments** must be received *no earlier* than 8:00 a.m. on Saturday, January 7, at:

[Company Name]

[Booth Number]

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c/o Hargrove

Walter E. Washington Convention Center

Hall D

801 Mt. Vernon Place, NW

Washington, DC 20001

All shipments are subject to materials handling charges. See the Material Handling Estimate in the [General Service Contractor Forms](#) for details. Materials handling service includes accepting freight from your shipping company at the warehouse (on or before January 2) or at the convention center (no sooner than January 7), and delivering it to your booth. It also includes storage of your empty boxes and crates during the meeting, return of those boxes and crates at the conclusion of the meeting, and delivering your materials to the loading dock and loading them onto the truck of your designated shipper after the meeting.

An exhibitor may carry his/her own materials into the exhibit booth (and thus avoid materials handling charges) provided the materials can be hand carried by *one person* in *one trip*, without the use of dollies, hand trucks, or any other equipment, and without having to use the convention center's loading dock.

**Shipping Services;**

Hargrove provides its own shipping services, and can provide an online quote (see [General Service Contractor Forms](#) for details). However, this service is not exclusive and you are free to hire *any* shipping company to ship your materials to the meeting. Note, however that all

materials shipped to the meeting, must be sent in care of Hargrove at the addresses indicated above, and will be subject to materials handling charges.

**Service Contractor Contact:**

Hargrove, Inc.

Phone: 301-306-4627

[exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)