



2017 ASCP
FORUM



2017 ASCP Forum Exhibitor Service Manual

**May 3-5, 2017
Crystal Gateway Marriott, Salons C&H
1700 Jefferson Davis Hwy.
Arlington, VA 22202**

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AIRPORT INFORMATION

Ronald Reagan Washington International Airport - DCA is the closest airport to the Crystal Gateway Marriott Hotel. The Crystal Gateway Marriott Hotel is located approximately 2 miles from the Ronald Reagan Washington International Airport.

GROUND TRANSPORTATION

Airport Shuttle Service

The Crystal Gateway offers complimentary shuttle service between the hotel and Ronald Reagan Washington International Airport. To schedule shuttle service or for more information, please call 1-703-920-3230.

Taxicabs

Taxicabs are easily accessible at Reagan National Airport.

Where to Get a Taxi

Proceed from any terminal Baggage Claim through the doors to the curbside where taxi lines are clearly marked.

Wheelchair-Accessible Taxis



Uniformed taxicab dispatchers are available to help passengers with any questions and to assist passengers with disabilities in selecting a wheelchair accessible taxicab. If a wheelchair accessible taxicab is not available within the dispatch system, an accessible taxicab will be requested. Passengers with disabilities are encouraged to contact the taxicab dispatch office 24 hours in advance at 703-417-4333 to make pre-arrangements to ensure these services are available when needed.

No advance reservations are required—service is on a first-come, first-served basis.

Payment

If paying by credit card, please notify Taxicab Dispatcher. All taxicabs dispatched at Ronald Reagan Washington National Airport must have and use taxi meters.

[View approximate taxi rates from Reagan National Airport.](#) Please consult your taxicab operator regarding fares for taxi trips to the Airport.

Rental Cars

On-Airport rental car counters are located on the first floor in Terminal Garage A. Proceed directly to the rental car counters if you have an existing reservation or need to make a reservation. If you are a rental car club members, proceed directly to the 2nd or 3rd floor of Garage A to pick up your keys.

There are two ways to reach the pick up location for rental cars from the airport.

- **Ride:** Board the “Parking / Rental Car” shuttle which stops at each terminal outside baggage claim. Get off at the Terminal Garage A/Rental Car stop.
- **Walk:** Follow signs towards Terminal Parking Garage A, approximately 10 minutes from Terminals A & B and 15 minutes from Terminal C.

SuperShuttle door-to-door service

Shuttles operate based on demand. For information or to schedule service, call 1-800-BLUEVAN or go to supershuttle.com.

To access shared ride services, proceed to the outside curb or contact a SuperShuttle representative. After hours, call 1-800-258-3826 and press 1 for dispatch or 2 for reservations.

Supreme Airport Shuttle door-to-door service

Shuttles operate based on demand. For more information, please call 1-800-590-0000 or visit supremeairportshuttle.com.

To access shared ride services, proceed to the baggage claim area of Terminal A, B, or C and visit the Supreme Airport Shuttle counter to speak with a representative.

Parking

The Crystal Gateway Marriott offers both Self and Valet Parking on-site. Rates include in/out privileges ASCP does not validate parking.

Garage Parking:

Hourly: \$15/per hr.

Overnight Hotel Guest: \$29/per day

Valet:

Overnight Hotel Guest: \$34/per day

EXHIBIT HALL SCHEDULE

Move In	Wednesday, May 3 1:00 p.m. to 5:00 p.m.	All exhibits must be set by 5:00 p.m. on Wednesday, May 3.* After this time ASCP reserves the right to use any empty space that will compliment the appearance of the exhibits.
Exhibit Hours	Wednesday, May 3 6:00 p.m. – 7:00 p.m. 7:00 p.m. – 8:30 p.m. 9:30 p.m. - 11:00 p.m. Thursday, May 4 8:30 a.m. – 3:15 p.m.	Cocktail Reception Dinner Desert Reception & Exhibits Open Exhibits Open
Move Out	Thursday, May 4 3:15 p.m. - 6:00 p.m.	Exhibits may not be dismantled prior to 3:15 p.m. on Thursday, May 4. All exhibits must remain intact and staffed until that time. The Crystal Gateway Marriott staff will dismantle any exhibits that are not taken down by the end of the published move out time. Exhibits will be responsible for any charges related to tear down.

*If you are not able to install your exhibit during the move in hours noted above, you are required to request a variance. Please contact Shirley Harris at 703-679-3953 or shirley.harris@spargoinc.com to request a variance.

EXHIBIT HALL LOCATION

Exhibit Hall Location: Crystal Gateway Marriott, Salons C & H

EXHIBITOR RULES, REGULATIONS AND POLICIES

The *Exhibitor Terms and Conditions*, can be found on our website. The Rules have been established by ASCP to protect the integrity of the technical exhibits and ensure compliance with laws, codes, ordinances and contracts with the exhibition facility. All exhibits need to comply with IAEE Guidelines for Display Rules and Regulations. It is the responsibility of the official exhibitor representative as indicated on the Application and Contract for Exhibit Space to ensure that all booth personnel and contractors working on behalf of the exhibitor adhere to the Rules and conduct themselves in a professional manner.

EXHIBITOR BADGES

Please submit the names and contact information of your Exhibit Personnel via email to [Mary Therese Zinn](mailto:Mary.Thereze.Zinn@ascp.org). Badges will be process internally and exhibitors will be able to pick up onsite upon their arrival.

HOTEL RESERVATIONS

Hotel Information

Crystal Gateway Marriott
1700 Jefferson Davis Hwy.
Arlington, VA 22202

How to Make a Hotel Reservation

Make your reservations [online](#) or call the hotel directly at (703) 920-3230. Please mention ASCP when calling in order to get the special discounted room rate. **You must book your room by Wednesday, April 5, 2017 in order to receive the discounted room rate.**

ASCP Discounted Hotel Room Rate

Single/Double: \$245 per night (excluding taxes)

IMPORTANT DEADLINES

- Thursday February 9 Exhibitor Listing Deadline
- Wednesday, April 26 PSAV Audio Visual/Internet Discount Deadline
- Wednesday, May 3 Exhibitor setup from 1:00 p.m.– 6:00 p.m. Table Displays must be set by 6:00 p.m.
- Wednesday, May 3 Exhibit Hall is open at 9:30 p.m.
- Thursday, May 4 Dismantle begins at 5:00 p.m. Dismantle must be completed by 8:00 p.m.

ITEMS INCLUDED IN SPACE CHARGE

- One (1) 6' draped table
- Two (2) chairs
- Carpet—*please note you should not ship carpet to the Crystal Gateway Marriott. No carpet is required for your table top exhibit.*
- Company identification sign - 4" x 12"
- Two (2) complimentary exhibitor personnel registrations
- General lighting and heating/air conditioning

Exhibitors are responsible for all material handling charges.

KEY CONTACTS

HOUSING Crystal Gateway Marriott 1700 Jefferson Davis Hwy. Arlington, VA 22202 Phone: (703) -920-3230 www.marriott.com/hotels/travel/wasgw-crystal-gateway-marriott	EXHIBITOR REGISTRATION ASCP Therese Zinn Phone: (571) 207-8392 Email: tzinn@ascp.com
EXHIBITION MANAGEMENT SPARGO, Inc. Shirley D. Harris, CEM Phone: (703) 679-3953 Email: shirley.harris@spargoinc.com	EXHIBIT SALES SPARGO, Inc. John Barrett Phone: (703) 631-6200, Ext. 6490 Email: ascpexhibits@spargoinc.com
SHIPPING Shipping and Receiving Crystal Gateway Marriott Hotel Phone: (703) 271-5162	SPONSORSHIP OPPORTUNITIES John Barrett Phone: 703) 631-6200, Ext. 6490 Email: ascpexhibits@spargoinc.com
ELECTRICAL/INTERNET The Crystal Gateway Marriott Hotel Attn: AV Department Phone: (703) 746-5340	AUDIOVISUAL The Crystal Gateway Marriott Hotel Attn: AV Department Phone: (703) 746-5340

SHIPPING INFORMATION - INBOUND

The Crystal Gateway Marriott Hotel will receive your shipment(s) directly at the Forum site. You may ship via the carrier of your choice.

- Shipments may arrive at the Hilton Baltimore beginning on **Monday, May 1, 2017 between the hours of 8:00 a.m. and 6:00 p.m.** Shipments arriving at the Crystal Gateway Marriott prior to May 1, 2017 will be assessed a storage fee. The storage fee prices are as follows:
 - Pallets - \$75.00 per day
 - Crates - \$100.00 per day
 - Exhibit Cases - \$10.00 per case per day
 - Tube and Poster Cases - \$5.00 a day per Tube and Case
 - Boxes over (25 lbs +) - \$5.00 a Box per day

- Shipments being delivered to the Crystal Gateway Marriott **MUST** be addressed as follows:

Crystal Gateway Marriott Hotel
1700 Jefferson Davis Highway
Arlington, VA 22202
Attn: Shirley Harris
Hold For: ASCP Forum/Company Name/On Property Contact Name
Arrival Date: Contact Arrival Day and Time

SHIPPING INFORMATION – OUTBOUND

The Crystal Gateway Marriott will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage. Shipping charges apply for both incoming and outgoing packages.

- All groups of (50) fifty rooms or more, the first (10) boxes are complimentary.
- \$7.00 per box in and out under 25 lbs.
- \$15.00 per box in and out over 25 lbs.
- \$25.00 per box in and out that is oversized greater than 24 x 24 x16 inches
- \$20.00 per tubes and poster cases in and out.
- \$35.00 per display case in and out.
- \$75.00 per small shrink wrapped pallet under 150 lbs. in and out.
- \$75.00 per small crate under 150 lbs. in and out.
- \$150.00 per shrink wrapped pallet over 150 lbs. in and out.
- \$150.00 per per crate over 150 lbs. in and out.

All exhibit materials must be cleared from the exhibit area by **6:00 p.m. on Thursday, May 4, 2017**

Exhibitors are responsible for making arrangements with their individual freight carriers.

Pack and label all of your materials. Return your materials to the Crystal Gateway Marriott Hotel's Shipping and Receiving Department.

****If you shipped boxes to the hotel please confirm your boxes were received by contacting Shipping and Receiving at (703) 271-5162. The shipping and receiving staff will bring boxes to then exhibity area at the designated set-up time. If you need them prior to this time, please contact ten Shipping and Receiving department directly.**



MARRIOTT
CRYSTAL GATEWAY

Exhibitor Audio Visual Order Form

EXHIBITING COMPANY:	COMPANY REPRESENTATIVE:
EVENT NAME:	EVENT DATE:
INSTALL DATE/TIME:	REMOVAL DATE/TIME:
LOCATION/BOOTH	PMS # (hotel use only):
ON SITE CONTACT:	EMAIL ADDRESS:
	PHONE NUMBER

PLEASE FAX ALL FORMS TO ACCOUNTING: (703) 271-5225

AV Equipment	Unit Price Per Day	QTY	#DAYS	Total	Remark
32" Flat Panel LCD Monitor	\$250.00				
55" Flat Panel LCD Monitor with Floor Stand	\$550.00				
DVD Player	\$80.00				
Microphone Stand	\$15.00				
House Sound Patch With 4 Channel Mixer	\$300.00				
Portable Sound System (15" JBL with small Mixer)	\$250.00				
Cradle Screen	\$160.00				
8x8 Tripod Screen	\$80.00				
Ext. Cord & Power strip	\$25.00				
VGA Distribution Amplifier	\$150.00				
VGA Cable 100'	\$100.00				
LCD Projector 3500 Lumens	\$450.00				
10' Truss	\$150.00				
Pipe and Drape Per Linear Ft	\$22.00				
POWER					
110V 20 amp	\$100.00				
60 Amp Power drop	\$300.00				
100 AMP 208 Three Phase	\$1,250.00				
200AMP 208 Three Phase	\$1,750.00				
400AMP 208 Three Phase	\$3,500.00				
Rigging Point (Each)	\$95.00				
OFFICE EQUIPMENT					
Desktop PC w/windows Office 2007	\$95.00				
Laser Jet Printer	\$200.00				
Heavy Duty Copier 50P/M	\$1,200.00				
Color Printer	CALL				
Laptop	\$200.00				
CONNECTIVITY					
High Speed Internet Access (Wired)	\$350.00				
Additional Wired Connections	\$50.00				
Wireless Connections Media Streaming	\$30.00				
Wireless Connections Light Browsing	\$15.00				
Network Switch/HUB	\$200.00				
Wired Internet With 10Mbps Dedicated Bandwidth	\$1,250.00				
Webcast/Video Conferencing	CALL				
AV Equipment Charge Total					
24% Taxable Service Charge					
6% Tax					
Grand Total:	\$ -				

Print Name

Signature

Date

PLEASE NOTE:

- Equipment and services are charged daily
- All orders and payment method must be received a minimum of (7) days prior to installation date
- Local calls are charged \$0.75 per call and long distance rate applies.
- For more information on equipment and services please call the AV department @ 703 746 5340

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address:

(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate: * _____ Taxes: * _____ Total daily rate: * _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

X Other: _____

I certify that all information is complete and accurate. I hereby authorize **Crystal Gateway Marriott** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____