

## GENERAL INFORMATION

EXHIBIT COMPLETION:	Thursday, January 18	8:00 AM
	All exhibits must be completely moved-in, set-up, and show ready by this time.	
POLICY SUMMIT:	Thursday, January 18	Exhibit Hall B
PUBLIC POLICY/ PRESS PREVIEW DAY:	Thursday, January 18	11:30 AM – 4:30 PM
SNEAK PEEK/PREVIEW:	Thursday, January 18	5:00 PM – 7:00 PM
SHOW DATES & HOURS:	Friday, January 19	Noon – 9:00 PM
	Saturday, January 20	10:00 AM – 9:00 PM
	Sunday, January 21	10:00 AM – 6:00 PM
	Monday, January 22	Noon – 8:00 PM
	Tuesday, January 23	Noon – 8:00 PM
	Wednesday, January 24	Noon – 8:00 PM
	Thursday, January 25	Noon – 8:00 PM
	Friday, January 26	Noon – 9:00 PM
	Saturday, January 27	10:00 AM – 9:00 PM
	Sunday, January 28	10:00 AM – 6:00 PM

SHOW LOCATION: Walter E. Washington Convention Center  
801 Allen Y. Lew Place, NW  
Washington, DC 20001  
Phone: 202-249-3000

### SETBACK RESTRICTIONS:

All displays, partitions, walls and exhibit materials, must adhere to the following setback rules inclusive of any border egress. All egresses are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

Exhibit properties within 5 feet of a main aisle, the height may not exceed 5 feet.

Exhibit properties within 10 feet of a main aisle, the height may not exceed 10 feet.

Exhibit properties within 15 feet of a main aisle, the height may not exceed 15 feet.

Exhibit properties within 20 feet of a main aisle, the height may not exceed 20 feet.

\*Show Management may determine any exceptions to these setbacks that are in the best interest of the show and other exhibits.

Any identification (I.D.) towers within 3 feet of any exhibit border, inclusive of any border egress, exceeding 10-feet in height must be approved in advance by show management.

CEILING HEIGHTS: The maximum height for display materials in Halls A, B, C, D and E is twenty-five (25) feet \*. Exhibitors with questions regarding their display should call or send their plans to show management for suggestions or approval.

HALL A*:	30'*	HALL D:	30-50'
HALL B:	30'	HALL E:	30-50'
HALL C:	30'		

All exhibits must be constructed so they **DO NOT BLOCK ANOTHER EXHIBIT**. Show management may require an exhibitor to make changes in its exhibit if, in management's opinion, the exhibit interferes with the rights of another exhibitor. All floor plans are due to Show Management by December 10, 2023, for approval.

No exhibit material may be suspended from the ceiling without prior consent from show management (*see Hanging Signs information*).

**NOTE:** Any exhibit with rope, stanchions, or other obstacles around its perimeter, that is adjacent to a similar structure of another exhibit, must be set three (3) feet from the edge of the contracted space.

**DISTRIBUTION:** Distribution of any samples, literature, or other materials from a non-exhibiting company (one without a contract to exhibit) is prohibited.

**SOUND LEVELS:** The sound level of all presentations must be maintained at a reasonable level and must not interfere with neighboring exhibits. Show management reserves the right to determine an acceptable sound level in all instances.

**LIABILITY:** Each exhibitor is entirely responsible for the space that it occupies and agrees to reimburse the Walter E Washington Convention Center for any damages caused to the floors, walls or columns which have occurred in its area.

**LABOR:** Hargrove, LLC is the official and exclusive drayage and decorating contractor for The Washington Auto Show®. Exhibitors may hand carry materials into the Walter E Washington Convention Center provided the materials are handled by one person in one trip without the use of any mechanical device. Hand trucks, dollies or any power equipment are restricted to usage by Hargrove personnel only.

Exhibitors are allowed to set-up and dismantle their own exhibits in the District of Columbia without charge or interference, provided that such work is performed by no more than two full-time employees in one hour or less on the move-in and one hour or less on the move-out without the use of power tools. Exhibitors' full-time employees may also work within a 10'x10' or smaller booth without union labor provided no power tools are used and may unpack and place their products on display within their booth.

If you need assistance with your display, union labor is available through Hargrove. If you have any questions regarding labor, call Hargrove's Auto Show Exhibitor Help Line at 301-306-4672.

**DECORATIONS:** Office and custom furniture are available for rent through Hargrove. For additional information or prices, please call Hargrove's Auto Show Exhibitor Help Line at 301-306-4672 or email [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

**SECURITY:** Items that are vulnerable to theft should be locked up in the trunk of a display vehicle. Please consult the security advisory in this kit for more precautions on exhibiting in a "trouble-free" show.

**PAGING/MESSAGES:** There will be no paging allowed during show hours. A message board will be located in the show office.

**HOTEL:** The Washington, DC Auto Show has established room blocks at five nearby hotels. To make your reservation, please e-mail: [wanada@showcare.com](mailto:wanada@showcare.com)

**PUBLICITY:**

In order to help us with our pre-show publicity releases, please let us know about any special features that you will be highlighting in your display. Specialty vehicles, concept cars and new intros will be especially helpful. Please send any information, including press releases and brochures to:

Ms. Michaela Watkins  
Washington Area New Automobile Dealers Association (WANADA)  
5301 Wisconsin Avenue, NW, Suite 210  
Washington, DC 20015  
Ph: 301-751-1684 Fax: 202-237-9090  
[mwatkins@symmetry.agency](mailto:mwatkins@symmetry.agency)

**VEHICLE DETAILING:** The Washington, DC Auto Show will continue to manage and administrate the cleaning and detailing of vehicles. The order form for Detailing services by WANADA and the Washington, DC Auto Show is included in the Hargrove service kit. If you use an outside detailing vendor then they must complete a Right of Entry application to [jkyle@eventsdc.com](mailto:jkyle@eventsdc.com). You can choose to use your current service for your pre-show detailing and they are welcomed to stay on site to oversee the process if they have not submitted an application to Events DC. They will have to enter the building at the Labor and Contractor Office (LCO) 1116 7th Street N.W. Washington, DC 20001. No later than one day in advance of the personnel's arrival, the labor call list must be forwarded to the Labor and Contractor Office via electronic mail at [accesscontrol@eventsdc.com](mailto:accesscontrol@eventsdc.com).