

## General Information

### LOCATION & DATES

Walter E Washington Convention Center  
Halls A-E  
801 Allen Y. Lew Place, NW  
Washington, DC 20001

Wednesday, January 17 to Sunday, January 28

Thursday, January 18 – Public Policy / Press Preview Day, Sneak Preview  
Friday, January 19 to Sunday, January 28 – Show Open

### EXHIBITOR MOVE-IN

- See the detailed Installation / Move-In Schedules in Show Management's Exhibitor Information Manual.
- See Hargrove's Material Handling Estimate and Labor forms for straight time, overtime and double time days and hours.
- All exhibits must be show-ready by 8:00 AM on Thursday, January 18.
- **Monday, January 15 is a holiday and double time rates will be in effect for labor services.**

#### Vehicle Exhibitors:

Saturday, January 13 and Monday, January 15	per the Installation / Move-In Schedules
Wednesday, January 17	see Vehicle Move-In Schedules

#### Accessory Exhibitors:

Wednesday, January 17	8:00 AM to 5:00 PM
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### SHOW HOURS

Thursday, January 18	Public Policy / Press Preview Day, Sneak Preview (See Show Management's Exhibitor Information Manual)
Friday, January 19	12:00 PM to 9:00 PM
Saturday, January 20	10:00 AM to 9:00 PM
Sunday, January 21	10:00 AM to 6:00 PM
Monday, January 22	12:00 PM to 8:00 PM
Tuesday, January 23	12:00 PM to 8:00 PM
Wednesday, January 24	12:00 PM to 8:00 PM
Thursday, January 25	12:00 PM to 8:00 PM
Friday, January 26	12:00 PM to 9:00 PM
Saturday, January 27	10:00 AM to 9:00 PM
Sunday, January 28	10:00 AM to 6:00 PM

## General Information (cont.)

### EXHIBITOR MOVE-OUT

**All Halls A - E:**

Sunday, January 28

6:00 PM to 12:00 AM – Vehicle Move-Out

9:00 PM to 2:00 AM – Pre-Approved *Expedited* Empty Return Service

Monday, January 29

6:00 AM to 6:00 PM – Dismantling and Move-Out

By 4:00 PM – Outside Carrier Check-In

By 6:00 PM – Material Handling Agreements to Hargrove Service Desk

11:59 PM – Final Clean Up and Move-Out Ends

### STANDARD BOOTH EQUIPMENT

Each **Accessory Booth (10' x 10')** booth includes the following standard equipment:

10x10 Blue Jay Carpet

10 High Draped Backwall – Colors: **Blue & White**3' High Draped Siderails – Color: **Blue**(1) 6' Draped Table – Color: **Blue**

(2) Padded Side Chairs

(1) Wastebasket

(1) 7" x 44" Identification Sign with Company Name &amp; Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Bluejay**

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

**Friday, December 29, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

**Friday, January 5, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE****Monday, January 8, 2024 CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!

**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

## General Information (cont.)

### ADVANCE SHIPPING

Advance shipping begins **Friday, December 15** at **8:00 AM** and ends **Friday, January 12** at **3:00 PM**.

Advance shipping address:  
(Your Company Name & Booth Number)  
Washington, DC Auto Show 2024  
c/o Hargrove  
TForce Freight  
6571 Washington Boulevard  
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

**NOTE: Advance shipments will be moved to show site on Monday, January 15 and will be subject to a 35% overtime surcharge.**

**NOTE: The warehouse will be closed December 25 and January 1.**

### DIRECT SHIPPING

**Direct shipments will be accepted according to the Installation / Move-In Schedules (see Show Management's 'Exhibitor Information Manual').**

**NOTE – VEHICLE EXHIBITORS:** Shipments that do not adhere to the Installation / Move-In Schedules will be considered Off-Target and subject to the applicable surcharge(s). Please provide all drivers with the targeted schedules for your booth as well as the Marshaling Yard directions/map (see Show Management's 'Exhibitor Information Manual').

Direct shipping address:  
(Your Company Name & Booth Number)  
Washington, DC Auto Show 2024  
c/o Hargrove  
Walter E. Washington Convention Center  
Halls A-E  
801 Allen Y. Lew Place, NW  
Washington, DC 20001

**NOTE: Direct shipments received before 8:00 AM or after 4:30 PM Monday thru Friday or any time Saturday or Sunday or a holiday, will be assessed a 35% overtime surcharge.**