

Show Quick Facts

AHF 2017 Annual Conference

August 14-17, 2017

LOCATION

Gaylord National Resort and Convention Center
Exhibit Hall E
201 Waterfront St
National Harbor, MD 20745

Please visit the "Food Prep in Booth" link where you will find helpful information regarding cooking rules and restrictions, be able to request kitchen prep assistance, and order food items and supplies. If you are preparing/serving food from your booth, you must have a Signed Food Waiver completed and sent back to the Gaylord.

*Certificates of Insurance are required naming Gaylord National as additionally insured. Must be on file with AHF
Fire extinguisher is required in booth that has a cooking device.*


IMPORTANT DATES	
 Save money if you order and pay on or prior to the Advanced price deadline. Standard pricing and Show Floor pricing will apply as applicable.	Tuesday, July 18, 2017
First day advance shipments will be received at the warehouse. Hours of operation are 8:00 a.m. - 4:00 p.m.	Friday, July 14, 2017
Last day for advance shipments to arrive at the warehouse. See Order Material Handling link under the red tab Material Handling for details on rates.	Friday, August 11, 2017

EXHIBIT HALL INFORMATION	
Booth Drape Colors	RED
10' x 10' Booth Package	8' high Red back drape 3' high Red side rail The exhibit hall is not carpeted. Booth carpet/flooring is not required. Booth space includes: Exhibitor ID sign 1 - 6ft Black draped table 2 - Side chairs 1 - Wastebasket Complimentary Internet
Exhibitor Installation	Tuesday, August 15, 2017 8:00am - 5:00pm Wednesday, August 16, 2017 8:00am - 11:00am
Show Open	Wednesday, August 16, 2017 12:30pm - 4:00pm
Exhibitor Dismantle	Wednesday, August 16, 2017 4:00pm - 6:00pm

	Thursday, August 17, 2017 8:00am - 2:00pm
Material Handling Agreement turned into Alliance Service Desk by:	Thursday, August 17, 2017 2:00pm
Carrier Check-In by:	Thursday, August 17, 2017 1:00pm

Note: All carriers must be checked in no later than 1 hour prior to Exhibitor Move Out completion. **If your carrier has NOT checked in by 1:00pm on Thursday, August 17, 2017 then your freight will be re-routed to the show carrier or returned to the warehouse per your choice.** See the **Shipping Tab** and review **Outbound Shipping Paperwork** section.

ADVANCE WAREHOUSE SHIPMENTS	
Shipments should arrive on or after	Friday, July 14, 2017

All advance shipments to the warehouse should be addressed and labeled as follows:

Exhibiting Company and Booth #
AHF 2017 Annual Conference
c/o Alliance Exposition / UPS Freight
2400 Beaver Rd
Landover, MD 20785

THE LAST DAY SHIPMENTS WILL BE ACCEPTED AT THE WAREHOUSE IS FRIDAY, AUGUST 11th.



Save money by shipping to the advance warehouse prior to Tuesday, August 8th. See **Order Material Handling** link under the red tab **Material Handling** for details on rates.

DIRECT SHIPMENTS TO SHOW SITE	
Shipments will be accepted	Tuesday, August 15, 2017 8:00am - 5:00pm
*Any shipments that arrive early to show site or after the show opens will incur a higher Material Handling fee. Please reference the rates outlined under the Order Material Handling link under the red tab Material Handling .	Wednesday, August 16, 2017 8:00am - 11:00am
* ALL Refrigerated items, ALL Frozen Food, and DRY foods that require culinary prep will be shipped to the Hotel. Dry foods that DO NOT require culinary prep and all other shipment must go through Alliance. Frozen and Refrigerated Foods will not be accepted prior to 08/11/2017	

All shipments direct to Show Site should be addressed as follows:

Exhibiting Company Name and Booth #
c/o Alliance Exposition Services
AHF 2017 Annual Conference
Exhibit Hall E
201 Waterfront St
National Harbor, MD 20745

All materials shipped either to the advance warehouse or directly to show site will incur a Material Handling fee. See **Order Material Handling** link under the red tab **Material Handling** for details on rates.