

EXHIBITOR INFORMATION – BASIC - UPDATED!!!

Military Libraries Training Workshop Dec 10-12, 2019

“Military Libraries: Active, Engaged, Evolving”

REGISTER NOW!

<https://www.regonline.com/militarylibrariestrainingworkshop2019>



**DoubleTree Hotel by Hilton, Arlington, VA
Hosted by the Military Libraries Division (DMIL)
of Special Libraries Association (SLA)
Programming by The Library of the Marine Corps**

This Workshop is the premier training opportunity especially designed for Military Library Staffs of all US & Intl Armed Forces & supporting organizations. Table Top Show – 40 + tables available
Attendee contact time is built into the Workshop schedule. There is free access to Workshop Programs and Speakers as your time permits.

To learn about MLTW 2019 Program Schedule & Events: **<https://connect.sla.org/military/events/mltw-2019>**

Exhibits: Set Up Mon, Dec 9 (10 am – 3 pm)
Monday Welcome Reception – 6:00 – 7:30 pm
Tues, Dec 10 – 7:30 am – 5 pm
Wed, Dec 11 – 7:30 am – 3:30 pm

Benefits: Exhibitor/Sponsors – Free Registration, Hotel Special Sleep Night & Parking Rates, All meals in Exhibit Area, Attend any Workshop sessions, Free Wed Night Banquet, Meet with FEDLINK Staff for Update, No-fee Wi-Fi/Electrical in Lincoln Hall at Table, and more.....

Sponsorship: Tiered levels, \$1500 - \$4000,
Table Top Show: Includes table, 2 chairs, table cover

Hotel Rate: Conference rate for all attendees and exhibitors, \$175 + tax, per room night (below gov't per diem)
Free WiFi in rooms **<https://book.passkey.com/gt/217306589?gtid=9fc53266bbc1572b1589a8df2ebb2922>**

Shipping & Rental Equipment: See following pages.

Contact: Wendy Hill wsaylesh@gmail.com and Sharon Lenius leniussa@gmail.com

DMIL = Service Leadership Accountability

DoubleTree Hotel, (Crystal City) Arlington, VA
SHIPPING & PICK UP Packages After Info/Expo
Policy and Instructions for MLTW 2019

SHIPPING INFORMATION FROM Hotel after Info/Expo

FOR GUESTS/CLIENTS FOR BOXES THAT ARE BEING PICKED UP FROM:
DoubleTree Hotel-Crystal City

Federal Express (Air): www.fedex.com

For the Client: Please bring your Federal Express packages and boxes to the Bellstand (lower lobby). Federal Express picks up @ 6:00 p.m. @ bellstand – Monday – Friday. Please have your Federal Express Air Bill slips affixed to each box. You will need to use your personal or company Federal Express account # or credit card # that you place on the Federal Express slip or your pre-printed barcoded labels. Please leave your Federal Express boxes at the bellstand for pick – up. (There is no Federal Express pick up at the DoubleTree Hotel on weekends – only Monday – Friday). If you need blank Federal Express Air Bill slips to fill out please go to the Sales Office (Reception) Area. They have blank Federal Express Slips as well as Federal Express shipping boxes to be used for shipment.

For the Client: Please note: There is **Federal Express (Ground Service)** – However this is a subcontractor of Federal Express. Federal Express Ground will only pick up if the boxes are affixed with a pre-printed barcoded label from the client with their own account #. The client must have an account with Federal Express (Ground) and have preprinted electronic barcoded labels on their boxes. There are no blank Federal Express Ground slips. There is no regular pick up from Federal Express (Ground Service) – they need to be called for a special pick-up. – 1-800-238-5355. Federal Express Ground Service will come to the bellstand on the date or time that you indicate when you call. Please note Federal Express Ground has different trucks, different staff and a different tracking system than Federal Express Air.

United Parcel Service – UPS – www.ups.com

For the Client: UPS does not have a regular pick up at the DoubleTree. Please call 1-800-742-5877 to schedule a pick up. Please note – UPS charges a \$10.00 pick up fee (although it might be built into your personal or company UPS account --- you can check with UPS when you give them a call.) Please note UPS will not pick up unless you agree to pay the pick up charges. Please leave your UPS boxes at the bellstand and let the bellman know that UPS will be picking them up.

UPS WILL ONLY PICK UP BOXES THAT HAVE UPS Pre-printed SHIPPING LABELS AFFIXED TO THEM. The client needs to prepare pre-printed UPS LABELS using their company's UPS account #. (UPS will not accept boxes that do not have their UPS pre-printed labels affixed to them).

There are no blank UPS shipping labels available. The client must use pre-printed UPS labels (that include the tracking #). Please note when preparing a UPS label electronically– UPS requires that the box weight and height and width be included in the label. The website for UPS to access the labels and to check tracking #'s is www.ups.com.

DHL: – www.dhl-usa.com

For the Client: DHL does not have a regular pick up at the Doubletree. Please call 1-800-225-5345 to schedule a Pick-UP. Please leave your DHL boxes at the bellstand and let the bellman know that DHL will be picking them up. Please affix DHL Waybills on your boxes. DHL will not pick up unless there is a DHL pre-printed label using client's account # on each of the boxes. If you need any blank DHL airbills please see Reception Area in the Sales Office.

Other Air And Ground Freight Companies for the Client: If you are using OTHER Air or Ground Freight Companies – please call Banquets and have them deliver the boxes to the Purchasing Department. Please call your Air or Land Freight Company and let them know the boxes are for pick up at the Loading Dock of the Purchasing Department of the DoubleTree Hotel.

IMPORTANT



Welcome to the Doubletree, Crystal City! We look forward to working with you to ensure this event is a success. In order to ensure the details of your program are correctly structured and setup, please provide the requested information below to all sponsors and exhibitors.

CONTACT INFORMATION

Exhibitor/Vendor Company Name: _____
On –Site Representative Name: _____
Meeting/Convention Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
On Site Representative Email: _____
Office Phone: _____ Cell Phone: _____

SHIPPING

All event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment to arrive no more than 48 hours prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be onsite to receive and sign for the packages. Shipments are only held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees.

PACKAGING LABEL

DOUBLETREE CRYSTAL CITY
Attn: **On Site Representative Name**
Event Manager: **Name of Event Manager**
Hold For: **Name of Group/EXHIBITOR NAME**
300 Army Navy Drive
Arlington VA, 22202

UPON YOUR ARRIVAL:

Please return form via EMAIL to:
Athalie Smallhorne Event Manager
Athalie.boglesmallhorne@hilton.com Phone (703)987-1838

Exhibitor/Vendor Needs Form

Packages or materials of excessive weight or value must be approved for receipt by the Hotel.

Package handling fees are currently \$5.00 per box (up to 40lbs) and (\$15.00 over 40lbs) with \$125.00 per pallet or crate.

Shipping and receiving hours are 7:00am-5:00pm, Monday through Friday. Any boxes shipped on Saturday or Sunday must be arranged in advance and your Event Manager must be notified. All Package handling fees are subject to change.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier air bill affixed to each package. Outbound packages to be picked up by a third party courier should be coordinated in advance with the courier company. The Hotel is not responsible for arranging pick up or storage of outgoing packages. Outbound handling fees will be applied to all packages, regardless of carrier, in addition ot shipping/transportation fee levied by the courier service.

Package handling fees are currently \$5.00-\$15.00 per box and \$125.00 per pallet.

The Hotel is not responsible for any outgoing packages.IT is the vendor’s responsibility to complete and affix shipping labels to outgoing packages.

Below is the schedule for package outbound shipments:

FEDEX:

- Ground – **MUST CALL AND SCHEDULE PICK UP**
- FREIGHT- **MUST CALL AND SCHEDULE PICK UP**

*Cut off time for same day pick up is 2:00pm and last pick up is 7:00pm

UPS

- Any style-MUST CALL and schedule pick up
- *Cut off time for same day pick up is 5:00pm and last pick up is 7:00pm

Other Shipping Agents:

- Any Style-Must Call and schedule pick up

Courier:

- MUST CALL and schedule pick up. The Courier must be informed of what they are picking up. Event Manager must be notified of delivery and Pick Up time.

PAYMENT

Please indicate who will be responsible for payment of all packages and fill out contact information required below. Your Event Manager will forward them a credit card authorization form for them to fill out and follow up to take card information via phone or email.

PAYER NAME: _____

Phone: _____ Email: _____

RENTAL Equipment, Etc



EXHIBITOR ORDER FORM

Show:		Location:		Booth Number:	
Company Name:			Show Date:		Tel #:
					Fax #:
					Cell #:
Start Date/Time:			Stop Date/Time:		
Street Address:			City, State & Zip Code:		
Ordered by:			On-site Contact:		
QTY	Audio Visual Equipment Rental (Price per day) (Not Including 7% Taxes and 23% Service Charge)		Price per Day	# of Days	Total Cost
	LCD Projector, SVGA, or HDMI		\$250.00 - \$455.00		
	5 ft. – 8 ft. Screen		\$85.00		
	21-24" Flat Screen LCD Color Monitor**		\$150.00		
	32" Flat Screen LCD Color Monitor**		\$225.00		
	55" Flat Screen LED Color Monitor**		\$450.00		
	Laptop		\$230.00		
	Flipchart with Markers		\$80.00		
	Cart with Skirt (All Sizes)		\$25.00		
	Contact Joshua Amartey, Director of PSAV, at 703.416.3882 (jamartey@psav.com) for full A/V Listing.				

QTY	Telephone Lines & Internet (Price per day) (Not Including 7% Taxes and 22% Service Charge)			
	Phone Line (per Phone) plus Cost of Calls		\$100.00	
	High Speed Internet Initial Wired Connection \$170.00 Each Additional Wired Connection \$85.00 Initial Wireless Connection \$25.00 Each Additional Wireless Connection \$25.00 10+ Lines (Call Hotel Contact)		See List to the Left	
QTY	Carpentry (Not including 6% taxes)			
	Banner Hanging (Price per banner)		\$75.00	
QTY	Electrical (Not including 6% taxes)			
	Extension Cord & Power Strip (Price per drop)		\$30.00	
	20 Amp Designated Power Line (Price per drop)		\$125.00	
	Over 20amp Designated Power Line (Price per drop)		\$200.00	
QTY	Shipping Charges (No Taxes)			
	Moving Fee (Price per box) (Boxes up to 40 lbs)		\$5.00	
	Moving Fee (Price per box) (Boxes 41-100 Pounds)		\$15.00	
	Moving Fee (Boxes 101 Pounds or More) **Special Rates Apply**		Call Hotel Contact	
Total	ORDERS WILL NOT BE CONFIRMED WITHOUT A COMPLETED CC AUTHORIZATION FORM			

****Requires 10 Day Notice for Ordering****

Please send all boxes to:

Doubletree Washington DC - Crystal City

300 Army Navy Drive, Arlington, VA 22202

Attn: Catering/Event Manager Name

(Conference Name/Company Name)