Exhibition Schedule

**Saturday, October 24**
8:00 am-10:00 am  Decorator Set-Up
10:00 am-5:00 pm  Exhibitor Set-Up

**Sunday, October 25**
7:30 am-7:00 pm  Exhibits Open

**Monday, October 26**
7:30 am-5:30 pm  Exhibits Open

**Tuesday, October 27**
7:30 am-5:30 pm  Exhibits Open

**Wednesday, October 28**
7:30 am-6:00 pm  Exhibits Open

**Thursday, October 29**
7:00 am-6:30 pm  Exhibits Open
6:30 pm  Exhibitor Tear-Down

**Cost**
$1000 flat fee. Invoices can be procured by contacting Exhibition Chairs Matthew Fisher (mfisher@progeny.net) or Jack Callahan (John.Callahan@jhuapl.edu).

**Location**
All exhibitors will be situated on the second floor with space available in both the promenade area with the registration tables as well as around the rotunda, to provide maximum traffic and visibility. Booths will be assigned by the exhibition chairs on a first come, first served basis.

**What You Receive When You Exhibit**
- Each space is 10’x10’
- 8’ high back drape
- 3’ high side drape
- 7” x 44” identification sign
- 6’ draped table
- 2 chairs
- 1 extension cord
Shipping Materials to Westfields Marriott

There is no fee for the storage of in-coming packages. However, there are fees for ALL out-going packages including Lost & Found Items. There are two terms used regarding out-going packages > “Shipping, Handling & Storage” and “Handling & Storage”.

~ Shipping, Handling & Storage:
This refers to when a guest/group uses the hotel’s shipping account for shipping any out-going packages. The exact fee for “Shipping” will change for each package based on the shipping company they choose (IE DHL, Fed/Ex, UPS), the type of service (IE over-night, 2-day, etc.), the weight of the package and the destination of the package.

~ Handling & Storage:
This refers to when a guest/group uses their own shipping account or their own credit card for shipping any out-going packages. This fee is based on the size of the box (see below).

<table>
<thead>
<tr>
<th>Package Size</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Letter</td>
<td>$5.00 per package</td>
</tr>
<tr>
<td>Small</td>
<td>$10.00 per package</td>
</tr>
<tr>
<td>Medium</td>
<td>$15.00 per package</td>
</tr>
<tr>
<td>Large</td>
<td>$20.00 per package</td>
</tr>
<tr>
<td>Skid/Pallet</td>
<td>$75.00 per package</td>
</tr>
</tbody>
</table>

*Note: ALL out-going packages will be charged the “Handling & Storage” fee whether they use the hotel’s shipping account or their own shipping account/credit card.*

**EXAMPLES:**
Group A wishes to ship out 3 small boxes using the hotel’s account. The hotel will charge Group A the amount to cover our shipping account costs + $30.00 for “Shipping, Handling and Storage”.

Group B wishes to ship out 3 medium boxes and 1 skid using their own account or credit card. The hotel will charge Group B $85.00 for “Handling & Storage”.

**Equipment Needs**
Should you require power and/or audio/video/computer equipment, please refer to the attached order form.

**Exhibition Chair Contact Information**
Matthew Fisher: mfisher@progeny.net  Jack Callahan: John.Callahan@jhuapl.edu
**EXHIBIT ORDER FORM**
WESTFIELDS MARRIOTT
14750 Conference Center Drive, Chantilly, VA 20151
Telephone: (703) 818-3690 Fax: (703) 818-3699

**Ordering:** To order audio visual equipment for your booth, please fill out form completely and fax to number above at least one week prior to your function. Please keep a copy for your records.

**Prices:** All prices shown are daily prices for show dates only plus a one-time labor charge for delivery, installation and removal. Extensive setups requiring more than one-half hour will be charged for additional labor. At least 24-hour notice is required for all cancellations or first day rate will be charged.

**Payment:** Payment must be made in advance and received at least one week prior to installation. All late orders will be charged at the higher rate listed in the right column below. Please make checks payable to Swank Audio Visuals and send to address above “Attention Audio Visual Department” or charge to your Visa, MasterCard or American Express.

**Installation:** Your on-site representative must be present to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during load in.

![EXHIBITOR INFORMATION](#)
| Firm/Company Name | |
| Address | |
| City | State | Zip |
| Ordered by | Phone |
| E-mail address | On-Site contact |

![PAYMENT INFORMATION](#)
- ☑ Check Enclosed (Payable to Swank Audio Visuals)
- ☑ Visa  ☑ MasterCard  ☑ American Express

| Cardholders Name (Print) | |
| Credit Card Number | Exp Date |
| Authorized Signature | Date |

![SHOW INFORMATION](#)
| Show Name | |
| Show Location | Booth Number |
| Installation Date | Installation Time |
| Opening Date | Opening Time |
| Removal Date | Removal Time |

![RENTAL EQUIPMENT](#)

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DAILY RATE</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ADVANCE</td>
</tr>
</tbody>
</table>

**VIDEO EQUIPMENT**
- ☑ ½” VHS Videocassette Player w/Repeat  $80.00  $100.00
- ☑ DVD Player  $80.00  $100.00
- ☑ 32” Video Monitor  $300.00  $350.00
- ☑ ½” VHS Player w/32” Video Monitor  $325.00  $350.00
- ☑ DVD Player w/32” Video Monitor  $350.00  $375.00

**COMPUTER/DATA EQUIPMENT**
- ☑ 17” Flat Computer Monitor  $150.00  $175.00
- ☑ 19” Flat Computer Monitor  $170.00  $185.00
- ☑ 32” HD/LCD TV  $300.00  $350.00
- ☑ 42” Plasma Monitor W/Stand  $400.00  $450.00
- ☑ Computer – Laptop/PC  $200.00  $220.00
- ☑ HP Laser Printer  $125.00  $150.00

**TELEPHONE EQUIPMENT**
- ☑ Direct- In-Dial Telephone Line w/Handset  $100.00  $125.00
- ☑ Direct- In Dial Line for Modem Use  $100.00  $125.00
- ☑ Wired High Speed Internet Access (256K)  $250.00  $275.00
- ☑ Wireless Internet Access  $245.00 (one time fee) + $100.00 per day

**POWER/ELECTRICITY**
- ☑ Dedicated 20amp Circuit w/Surge protector  $20.00  $25.00
- ☑ Power Drop – 100 Amp 3-Phase  $500.00  $650.00

*For More Extensive Power Requirements, Please Call*

**TOTAL DAILY RENTAL**

<table>
<thead>
<tr>
<th>SHOW DATES</th>
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<th>SHOW RENTAL</th>
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<tbody>
<tr>
<td>VA STATE SALES TAX</td>
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<td>$50.00</td>
</tr>
<tr>
<td>LABOR</td>
<td>=</td>
<td>$50.00</td>
</tr>
<tr>
<td>22% HOTEL SERVICE CHARGE</td>
<td>+</td>
<td>$50.00</td>
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<tr>
<td>TOTAL DUE</td>
<td>TOTAL DUE</td>
<td>$50.00</td>
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The undersigned acknowledges receipt of the equipment described herein, and agrees to assume the replacement cost for any loss or damage of said equipment which has been provided by Swank Audio Visuals.

Received by: ___________________________ Date: ___________________________