

## Exhibitor Kit

### Your Show Outline

Setup date	<b>Monday, December 3, 2018</b>	<b>1:00pm- 5:00pm</b>
Exhibit Hours	<b>Tuesday, December 4, 2018</b>	<b>7:30am-5:00pm</b>
Reception	<b>Tuesday, December 4, 2018</b>	<b>5:00pm-6:00pm</b>
Exhibit Hours	<b>Wednesday, December 5, 2018</b>	<b>8:00am-4:00pm</b>
Teardown	<b>Wednesday, December 5, 2018</b>	<b>4:00pm-6:00pm</b>

### Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a non-carpeted/carpeted hall. Each exhibitor table comes with, (1) 6' skirted table, (2) side chairs, (1) wastebasket.

\*To purchase additional rental items/services including electricity, please email Rita Muller at [rmuller@psav.com](mailto:rmuller@psav.com). Here is the [PSAV order form](#).

### Shipping Information:

Due to the limited storage space, packages may be delivered to the Hotel three working days prior to the conference. **Please plan to have your packages arrive by Wednesday, November 28, 2018.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Alice Wang, [awang@twst.com](mailto:awang@twst.com)

Delivery Information *Deliver by 11/28/18
Attention: Naima Hylton C/O: Alice Wang, TWST Events Hilton Alexandria Mark Center 5000 Seminar Road Alexandria, VA 22311 Piece: _____ of _____

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### Deliveries/Package Handling Fee and Information:

The exhibitor is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from the hotel. The Hotel, TWST Events and Secure Technology Alliance are not responsible for lost, misplaced and damaged packages. Handling charges cannot be collected by shipper's account number, therefore please pay handling charges with one of the following methods: cash, check or credit card to the Hotel.

**Hotel's shipping and receiving hours of operations are from 6:30am- 3:00pm Monday through Friday.**

Incoming Packages are handled as follows:

Express Envelopes are complimentary and are held at the front desk.

Packages/ Boxes are charged at \$6.00 each.

Pallets are charged at \$150.00 each.

Cases/Crates are charged at \$75.00 each

Outgoing packages are handled as follows:

Express Envelopes are complimentary and are held at the front desk.

Packages/ Boxes are charged at \$6.00 each.

Pallets are charged at \$150.00 each.

Cases/Crates are charged at \$75.00 each

### Contact Us

Sponsorship: Robert Schaudt | [RSchaudt@twst.com](mailto:RSchaudt@twst.com) | (720) 799-1464

Hotel and Sponsorship Logistics: Alice Wang | [Awang@twst.com](mailto:Awang@twst.com) | (212) 952- 3842

Exhibitor Rentals: Rita Muller | [RMuller@psav.com](mailto:RMuller@psav.com) | (703) 997- 5272