



Thank you for choosing to exhibit at EMBRAACE. EMBRAACE will be held at the Walter E. Washington Convention Center in Washington, DC, on May 7-10. The exhibits will be open on May 7-8.

This Exhibitor Service Manual provides you with all the information that an exhibitor needs to have a successful annual meeting – from forms for ordering carpet, furniture, electricity, and telecommunications, to important information with regards to registration, housing, and support opportunities. It also includes information on available discounts if services are ordered by the earlier deadline date. This helps you to save money and for everyone to better plan equipment needs and labor schedules – all resulting in a smooth operation and successful experience.

If you have any questions, please feel free to contact us at (571) 279-0028 or sharon.boutin@spargoinc.com. As always, we appreciate your support and look forward to a very successful meeting in Washington, DC.

Sincerely,

Sharon Boutin
Manager, Exposition Operations

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