

General Information (cont.)

ADVANCE SHIPPING

Advance shipping begins **Monday, December 4** at **8:00 AM** and ends **Wednesday, January 3** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
TRB 103rd Annual Meeting
c/o Hargrove
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

NOTE: The warehouse will be closed December 25 and January 1.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, January 6** at **8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
TRB 103rd Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Allen Y. Lew Place, NW
Washington, DC 20001

NOTE: Advance shipments moved to and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge. See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

All shipments are subject to materials handling charges. See the Material Handling Estimate form for details.

An exhibitor may carry his/her own materials into the exhibit booth provided the materials can be hand carried by one person in one trip, without the use of dollies, hand trucks, or any other equipment.