



Sustainability/Operations Planning and Scheduling WORKSHOP

AUGUST 18-21, 2024
WASHINGTON, DC

Tabletop Product Display Quick Facts

Thank you for reserving a table during the Sustainability Operations Planning and Scheduling Workshop. Please read the following information carefully.

The tabletop displays will be located on the **Promenade Foyer, Lobby Level**, of the hotel. As a reminder, **this is not a tradeshow, but an opportunity to advertise your company's function and services while attending the workshop.**

The Mayflower staff will deliver and pick up packages at the tables. Please note the following important instructions:

- Reach out to [Brenna Perry](#) Senior Event Manager at the Mayflower Hotel, to submit a credit card to cover package delivery/handling costs
- Send Brenna all tracking numbers
- Return shipment: call and schedule a pickup from your carrier. You can leave your packages with the hotel if you've arranged for a pickup

Display Hours:

Sunday, August 18

- Set up – 10:00 am – 5:00 pm

Monday, August 19

- Display – 7:00 am – 5:00 pm

Tuesday, August 20

- Display – 7:30 am – 4:30 pm

Wednesday, August 21

- Display – 7:30 – 10:00 am
- Tear Down – 10:00 am – 1:00 pm

Questions? Please contact aatkins@apta.com

We look forward to seeing you in Washington, DC!

The Mayflower

WASHINGTON D.C.

AUTOGRAPH COLLECTION®
HOTELS

SHIPPING, RECEIVING AND DELIVERY GUIDELINES

In order to provide exceptional service in the shipping and receiving of parcels and the delivery of them to your group, exhibitors and convention attendees, the following guidelines have been established by the Mayflower Hotel. Please share these with any exhibitors or anyone else who will be shipping or having deliveries made to the hotel.

1. All shipments and deliveries must be addressed in the following format:

The Mayflower Hotel
Attn: Client Name
Name of the Event
1127 Connecticut Ave. NW
Washington, DC 20036

2. Please send shipments and deliveries so that arrive no more than 2 days before the start of your meeting or event. All shipments and deliveries arriving earlier will be subject to the storage fees listed below.
3. Please bring a list with all of your shipment's tracking numbers and the name of the individual to whom the package is addressed, so that any missing parcels can be located.
4. The Mayflower Hotel does have package handling charges for each parcel or pallet received at the hotel.

The charges are as follows:

Incoming & Outgoing Handling Fees

- envelope \$7.00
- padded pak \$7.00
- 1 – 10 lbs. \$10.00
- 10.1 – 20 lbs. \$15.00
- 20.1 – 40 lbs. \$25.00
- 40.1 – 60 lbs. \$50.00
- 60.1 – 100 lbs. \$80.00
- 100.1 lbs. and over \$120.00
- pallets \$275.00

5. All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company



The Maryflower
EST. 1925

2024

Electrical Services Form

Exhibitor: _____ Company Name: _____ Booth #: _____

Email Address: _____ Phone Number: _____

Credit Card Information:

VISA

MASTERCARD

AMEX

DISCOVER

C.C #: _____ Exp. Date: _____ Signature: _____

ELECTRICITY					
Item	Start Date	End Date	Price Per Day	Quantity	Total
20 AMP with Extension cord and power Strip			\$ 150.00		
30 AMP Single Phase Power Drop			\$450.00		
INTERNET SERVICES					
Wireless Internet Per device			\$ 50.00		
Wired Internet Port w/dedicated bandwidth (5 megs)			\$ 250.00		
Wired Internet Port w/dedicated bandwidth (10 megs)			\$ 450.00		
TELEPHONES					
DID Analog Phone Line (plus calls)			\$175.00		
Polycom Speaker Phone w/DID Line			\$350.00		
LAPTOP					
Laptop PC or Mac (Please specify OS system)			\$275.00/\$375.00		

MONITOR DISPLAY					
32" Monitor w/stand			\$250.00		
50" Monitor w/stand			\$525.00		
60" Plasma w/stand			\$650.00		
65" LED Monitor w/stand			\$700.00		
80" LED Monitor w/stand			\$900.00		
AUDIO					
10" Speaker with Stand			\$175.00		
PROJECTOR/DATA					
Small LCD projector (4,000 lumens)			\$800.00		
4'X7' Screen			\$ 200.00		
MISC.					
Easels			\$ 25.00		
Flipchart and Markers			\$ 100.00		
LABOR					
Banner Hanging (per Banner)			\$ 200.00		

2024

Exhibitor Request Form

FAX # 202 775 5894

Charges are for accrual use dates not set up dates.

Prices do not reflect 26% service charge and 6% tax. Individual items subject to various tax laws subject to change.