



2024 Exhibitor Packet

Crystal Gateway Marriott
1700 Richmond Highway, Arlington, VA
September 16-18, 2024

We are pleased to have your support for the **10th Annual National Cleanup Workshop (2024)** being held September 16-18, 2024 at the Crystal Gateway Marriott, 1700 Richmond Highway, Arlington, VA.

Agenda

The workshop agenda and additional details can be found on the event website:

<https://www.cleanupworkshop.com/home-1.html>

Company Logo

Your company logo is displayed on the cleanup workshop website. If you have changes, please send a high-resolution .png or .eps file to Autumn Bogus (abogus@la-inc.com).

Onsite Contact

Please share the name and phone number of your onsite contact with Autumn Bogus (abogus@la-inc.com).

Exhibit Booth (*Diamond/Platinum/Gold/Silver levels of support*)

Exhibit layout and booth numbers to be provided the week of August 20th

Dimensions:

(Diamond/Platinum/Gold Support) 8'x8' space

(Silver Support) Table top only (6' table)

Provided: 6 ft. table, 2 chairs, and 1 wastebasket

Exhibit Setup: Monday, September 16, 2024 – between 11am – 4pm

Exhibit Hours:

Monday, September 16: 4:30pm-7:00pm

Tuesday, September 17: 7:00am – 5:00pm

Wednesday, September 18: 7:00am – 1:30pm

The exhibit area is centrally located. Breakfasts, coffee breaks, and receptions are all held in the exhibit area to maximize your exposure. You are not required to have someone in attendance at your booth -- you have the option of leaving your booth unmanned if desired. *Please note that you should not leave valuables unattended.*

Exhibit Tear Down: Wednesday, September 18 at 1:30pm

Please plan to break down your booth *no earlier* than 1:30 PM on Wednesday, September 18th. All materials must be packaged and/or removed by 5:00pm on Wednesday September 18th.



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Registration Bag Insert – Shipping Instructions *(Diamond, Platinum, and Gold Levels of Support)*

You may provide a small item or flyer to be included in registration packets (*subject to approval*). If interested, please contact Autumn Bogus (abogus@la-inc.com) to seek approval for your insert. We are planning for 650 registration bags.

Shipping Details: Please attach two labels when shipping your item for the registration bags:

1. Carrier shipping label addressed to:

Crystal Gateway Marriott Hotel
1700 Richmond Highway
Arlington, Virginia 22202
ATTN: Katarina & Autumn Bogus
C/O: **Company Name/On Property Contact Name**
Hold For: Cleanup Workshop, REGISTRATION

- 2. YELLOW “Registration Materials” label** must be attached for the HOTEL to appropriately handle your materials.

Note: *Due to limited storage space, materials must arrive no earlier than September 11, 2024. If materials arrive early, you may incur additional charges.*



2024 National Cleanup Workshop REGISTRATION MATERIALS *(Insert Company Name)*

HOTEL INSTRUCTIONS:

**Deliver to ‘Arlington Office’ by
1 PM, Sept 15, 2024**





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Booth Supplies – Shipping Instructions

You may ship booth supplies directly to the Crystal Gateway Marriott. Hotel staff will sort your inbound shipments by company name, please include your company name on the shipping labels as indicated below.

Shipping Details: Please attach two labels when shipping your exhibit materials:

1. Carrier shipping label addressed to:

Crystal Gateway Marriott Hotel
1700 Richmond Highway
Arlington, Virginia 22202
ATTN: Katarina & Autumn Bogus
C/O: **Company Name/On Property Contact Name**
Hold For: Cleanup Workshop, EXHIBITS

- 2. BLUE “Exhibitor Materials” label** must be attached for the HOTEL to appropriately handle your materials.

Note: Due to limited storage space, materials must arrive no earlier than September 11, 2024. If materials arrive early, you may incur additional charges.



2024 National Cleanup Workshop

EXHIBITOR MATERIALS

(Insert Company Name)

HOTEL INSTRUCTIONS:

Deliver to designated
EXHIBIT SPACE by
10 AM, Sept 16, 2024



Shipping and Receiving

Each sponsor/exhibitor is responsible for scheduling inbound and outbound shipments with the hotel shipping and receiving department by emailing the following details to WASGWSECURITY@Marriott.com (Copy abogus@la-inc.com):

- Company Name
- Package Tracking numbers
- Approval for NCW Staff to sign for receipt of your packages to the exhibit hall

Crystal Gateway Marriott Shipping and Receiving
(703) 271-5162

WASGWSECURITY@Marriott.com (Copy abogus@la-inc.com)

****If you ship supplies to the hotel please confirm your boxes were received by contacting Shipping and Receiving at (703) 271-5162. Hotel shipping and Receiving staff will bring boxes to the exhibit area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.***

Outbound Shipments

Each sponsor/exhibitor must attach a pre-paid shipping label on outgoing boxes and schedule a pick-up for your specific carrier.

All items must be removed from the exhibit booth and transferred to the hotel front desk to await carrier pick-up.

Packages delivered more than (3) days before your function date/arrival date will be assessed a storage fee to be paid by the exhibitor. The storage fee prices are as follows:

- Pallets- \$100.00 per day.
- Crates/Exhibit cases over 50 lbs. - \$100.00 per day.
- Exhibit cases under 50 lbs.- \$25.00 per case per day.
- Package/Boxes under 25 lbs. \$5.00 a Package /Box per day
- Package/Boxes over (25 lbs.+) \$10.00 a Package/Box per day.

Receiving, Delivery & Handling Fees:

The Crystal Gateway Marriott Hotel will accept shipments to the Hotel on your behalf. Delivery & Receiving charges are for any items shipped to the hotel and processed by Hotel staff at the Loading Dock. Delivery & Handling charges are for any item that is delivered by Hotel staff and or received by Hotel staff to be shipped out of the Loading Dock.

- Flat Envelopes No Charge
- lbs. to 1.0 lbs. \$3.00 per item
- lbs. to 10 lbs. 7.00 per item
- 10.1 lbs. to 20 lbs. \$10.00 per item
- 20.1 lbs. to 30.0 lbs. \$15.00 per item
- 30.1 to 40.0 lbs. \$20.00 per item
- 40.1 to 50.0 lbs. \$25.00 per item



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- 50.1 to 60.0 lbs. \$30.00 per item
- 60.1 lbs. to 70.0 lbs. \$35.00 per item
- 70.1 lbs. & greater \$40.00 per item
- \$35.00 per display case in and out. per item
- \$75.00 per small shrink wrapped pallet under 150 lbs in and out. per item
- \$75.00 per small crate under 150 lbs in and out per item
- \$150.00 per shrink wrapped pallet over 150 lbs in and out. per item
- \$150.00 per crate over 150 lbs in and out. per item

Outbound Scheduled Pick-up fees per item:

- FedEx Express, Ground or Home \$20 per scheduled pick-up
- UPS Ground \$20 per scheduled pick-up
- Next Day Air \$20 per scheduled pick-up
- Next Day Air Saver \$20 per scheduled pick-up
- 2 Day \$20 per scheduled pick-up
- 3 Day \$20 per scheduled pick-up
- Crates/Oversized bulky pallets \$75 per scheduled pick-up