

# 2020

## 29TH ANNUAL MEETING AND EXPO

### EXHIBITOR FAQs

HAND invites you to showcase your organization at the Housing Expo! This portion of the conference will take place from 8am-3pm. Please review the exhibitor FAQs below for guidelines on preparing your expo space.

#### RESERVING YOUR TABLE

The Housing Expo space is limited to 100 exhibitors, and these slots are available by advance purchase only. If you intend to purchase expo space, please email [AnnualMeeting@HANDHousing.org](mailto:AnnualMeeting@HANDHousing.org) at your earliest convenience. Due to the space constraints of the room, only table - top displays will be allowed.

If your exhibit requires electricity, please let us know when you reserve your space. These spots are available on a first-come, first-served basis.

#### SET UP TIME & BREAK DOWN

Exhibitors can begin setting up their exhibit space as early as Monday, May 25th at 7:00 PM. The Housing Expo will open on May 26th at 8:00 AM and end at 12:00 PM as guests are seated at the luncheon. The luncheon will run from 12:00 – 2:00 PM and exhibitors are asked to break down their displays and clear the expo hall by 5:00 PM.

#### HOTEL & EXPO ACCESS

Exhibitors should load items in from the 28th Street Loading Area, and then move their cars to Valet Parking, where HAND has secured a special \$30/day Annual Meeting rate. (Please note that this is a driveway entrance; please use a vehicle with a lift if necessary as no dock exists.) Should your exhibit require advanced shipment of materials to the hotel, please contact The UPS Store at the hotel at (202) 756-5348 or [store6389@theupstore.com](mailto:store6389@theupstore.com) for instructions, additional charges apply.

**Please note:** Parking at the hotel will most likely fill up early. Alternative parking will be available at the Marriott Wardman Park and area parking garages, however we encourage all guests to take advantage of Metro and ride-sharing services due to the volume of attendees.



#### KEY EXPO INFORMATION

##### HAND Annual Meeting & Housing Expo

Tuesday, May 26, 2020

8:00 AM – 3:00 PM

(Luncheon will take place from 12:00 PM – 2:00 PM)

##### Omni Shoreham Hotel

Ambassador Ballroom  
2500 Calvert Street  
Washington, DC 20008

##### Questions?

Email Lois Sarfo-Mensah  
[AnnualMeeting@HANDHousing.org](mailto:AnnualMeeting@HANDHousing.org)

#### IMPORTANT EXHIBITOR DEADLINES

*Exhibitor Advance Registration*  
*First-come, First-served*

##### Exhibitor Set Up Begins

Monday, May 25th at 7:00 PM

##### Exhibits Open

Tuesday, May 26th at 8:00 AM

##### Exhibitor Breakdown Complete

Tuesday, May 26th by 5:00 PM