

General Information

LOCATION & DATES

D. C. Armory
First Floor
2001 East Capitol Street SE
Washington, DC 20003

Thursday, October 5 to Saturday, October 7

EXHIBITOR MOVE-IN

Thursday, October 5 8:00 AM to 5:00 PM

NOTE: Overtime rates in effect after 4:30 PM

SHOW HOURS

Friday, October 6 8:30 AM to 6:00 PM
Saturday, October 7 8:30 AM to 6:00 PM

EXHIBITOR MOVE-OUT

Saturday, October 7 6:00 PM to 10:00 PM

NOTE: Overtime rates in effect all day Saturday

Outside carriers must be checked in by **Saturday, October 7 at 9:00 PM**. Please see the Move-Out Information sheet in this manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped Backwall – Color(s):	Black & Gold
3' High Draped Siderails – Color:	Black
1 - 6' Draped Table - Color:	Black
2 - Side Chairs	
1 - Wastebasket	
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Tuesday, September 12, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by the deadline date.

Tuesday, September 19, 2023 RENTAL BOOTH ART SUBMISSION DEADLINE

Tuesday, September 26, 2023 CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Friday, September 1** at **9:00 AM** and ends **Monday, October 2** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
2023 Army Ten-Miler Expo
c/o Hargrove
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday **9:00 AM** to **3:00 PM**.

NOTE: September 4th is a holiday and the warehouse will be closed.

DIRECT SHIPPING

Direct shipping will begin on **Thursday, October 5** at **8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
2023 Army Ten-Miler Expo
c/o Hargrove
D. C. Armory
First Floor
2001 East Capitol Street SE
Washington, DC 20003

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, will be assessed a 40% overtime surcharge.