

Exhibitor Kit

Your Show Outline

Setup date	Thursday, December 5, 2019	7:00am- 8:00am
Exhibit Hours	Thursday, December 5, 2019	8:00am- 5:00pm
Teardown	Thursday, December 5, 2019	5:00pm-6:00pm

Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a non-carpeted/carpeted hall. Each exhibitor table comes with (1) 6' skirted table and (2) side chairs

*To purchase additional rental items/services, please contact awang@twst.com

Shipping Information:

Due to the limited storage space, packages may be delivered to Convene no more than three working days prior to the conference. **Please plan to have your packages arrive by Monday, December 2, 2019.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Alice Wang, awang@twst.com

Delivery Information *Deliver by 12/2/19
Attention: Kellie Decker
C/O: Alice Wang, TWST Events/ Connect Cities Summit
Convene: 1800 Tysons Blvd
McLean, VA 22102
Exhibitor Name:
Piece: _____ of _____

Please have a return label included in your packages and schedule a pickup at 1800 Tysons Blvd. Convene and TWST Events does not schedule or have labels onsite.

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Deliveries/Package Handling Fee and Information:

The exhibitor is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from Convene. Convene and TWST Events are not responsible for lost, misplaced and damaged packages.

Convene's shipping and receiving hours of operations are from 9:00am- 5:00pm Monday through Friday.

Contact Us

Sponsorship: Robert Schaudt | RSchaudt@twst.com | (720) 799-1464

Hotel and Sponsorship Logistics: Alice Wang | Awang@twst.com | (212) 952- 3842