



EXHIBITOR MANUAL

VENUE

Ronald Reagan International Trade Center
 1300 Pennsylvania Avenue NW
 Washington, DC 20004
 United States

Exhibition Area: Hall 1 (Main Atrium) & Hall 3 (Atrium Hall)

Parking for set-up & during the event is available at the venue from US\$26 per day ([Parking Information](#)), this can be purchased upon arrival.

The venue has a strict process for bringing items inside, that require pre-planning and documents to be completed. If you are bringing items in a small vehicle which can fit in the car park, this does not apply to you. However, if you are loading in with a truck or pulling a trailer, please review this document for the full procedure - [VENUE DELIVERY REGULATIONS](#).

DELIVERIES

You may ship your items to the venue directly. The Ronald Reagan International Trade Center will accept deliveries from **Monday, 27 May**. Please ensure your items are labelled correctly by **downloading & using** any of the templates on the following [SHIPPING LABEL](#).

You may choose to ship your items with a logistics company. **Ampa Events**, our official booth builder and contractor, also offer shipping services and can store & deliver your items directly to your stand, for more information, please contact info@ampaevents.com.

EVENT TIMETABLES

EXHIBITION SET-UP & BREAKDOWN TIMES

	SET-UP MONDAY, 10 JUNE	BREAKDOWN WEDNESDAY, 12 JUNE
Exhibitors	13:00 – 23:59	18:00 – 23:59

Badges will not be required during set-up.

Please do not leave any valuables on your stands overnight. The organisers will not be responsible for any loss or theft.

EXHIBITION OPENING TIMES

OPENING TIMES	TUESDAY, 11 JUNE	WEDNESDAY, 12 JUNE
Exhibitor Access	08:00 – 18:00	08:00 – 18:00
Visitors Access	10:00 – 18:00	10:00 – 18:00

No exhibits or stand fittings are allowed to be removed or dismantled before **18:00** on **Wednesday, 12 June**.

Exhibitors are responsible for carrying out their own [Health and Safety Risk Assessment](#) for their stand.

Live Floorplan: [Click Here](#)

STAND INFORMATION

The following will be provided for each 10' x 10' stand:

- Back wall & Side Rail Drape
- ID Sign (stand number & company name)
- High Top Table with one stool
- One Wastebasket
- One power outlet (20amps, with standard consumption)

STAND SIZE: 10' x 10'



(stand visual)

FURNITURE INCLUDED



Black High-Table (30" x 30" x 42")



Black Stools (16" x 16" x 30")

For booth installation services, branding, or to order anything extra for your stand, you may contact our official booth builder and contractor, [Ampa Events](#) on info@ampaevents.com. **For their complete Exhibitor Services Manual, including important deadlines please [CLICK HERE](#).**

For custom stands, in addition to Ampa Events, you may also contact **Precon Events**, who offer custom stand building services on paul@preconevents.com. Please see their complete [Exhibitor Services here](#).

KEY CONTACTS & OFFICIAL PARTNERS

<p>EVENT LOGISTICS MANAGER</p>	<p>Johanna Ortiz Sustainable Energy Council +44 207 978 0018 jortiz@sustainableenergycouncil.com</p>
<p>SPONSORSHIP / EXHIBITION & DELEGATE SALES</p>	<p>Gurpreet Hayre Sustainable Energy Council +44 207 978 0034 ghayre@sustainableenergycouncil.com</p> <p>Rob Arthur Sustainable Energy Council +44 207 978 0095 rarthur@sustainableenergycouncil.com</p> <p>Terrence Donnelly Sustainable Energy Council +44 207 978 0045 tdonnelly@sustainableenergycouncil.com</p>
<p>MARKETING</p>	<p>Ibrar Khalid Sustainable Energy Council +44 207 978 0019 ikhalid@sustainableenergycouncil.com</p>
<p>SUMMIT PRODUCER & SPEAKER MANAGER</p>	<p>Craig Simpson Sustainable Energy Council +44 207 978 0068 csimpson@sustainableenergycouncil.com</p>
<p>SHIPPING & LOGISTICS / EXTRAS & SERVICES FOR STANDS</p>	<p>Ampa Events info@ampaevents.com</p>