



## EXHIBITOR INSTRUCTIONS

**Thank you for hosting a booth at Capitol Hill Ocean Week!**

### **Address**

**Ronald Reagan Building and International Trade Center  
1300 Pennsylvania Ave., NW, Washington, D.C.**

Recommended entrance (walking): Moynihan Plaza  
Exhibit location: Lobby surrounding Amphitheater

### **Booth Staffing**

Email Diana Garcia at [dgarcia@marinesanctuary.org](mailto:dgarcia@marinesanctuary.org) by May 14 with the names of your booth staff. If you are exhibiting on both days of the event, you are allowed to have different staff members for each day if needed. Staff will need to check-in at Registration and receive a name tag. You are responsible for maintaining staff at your booth for the duration of the event. See the Exhibit Schedule section of this document for more information.

### **Booth Requirements**

If you need access to power for your booth, please let us know by May 14 so we can provide access to power. Please bring your own extension cord and/or power strip, typically a 6ft – 8ft cord will do. If you need to rent a laptop, TV monitor, or additional AV equipment, please let us know by May 14. These rentals will incur additional charges. Please email Sean Lindemann at [seanl@preconevents.com](mailto:seanl@preconevents.com) for assistance.

### **Pre-Event Shipping**

If you need to ship your booth items before the event, please use the address below to send them to our event management company, Precon Events, before May 28. Please make sure you mark your boxes with “CHOW” and the name of your organization. Make sure you have return shipping labels so you can repack once the event is over.

**Precon Events  
Attn: CHOW  
11910 Parklawn Drive, Suite T  
Rockville, MD 20852**

Deliveries should be scheduled to arrive no later than May 28. The phone number for Precon Events is (240) 669-6262. Please contact Erin Quigg at [Erinq@preconevents.com](mailto:Erinq@preconevents.com) before you ship your items, so Precon is aware of your delivery

## AT THE EVENT

### Set Up

7:30am - 8:30am ET, Tuesday, June 3rd

### Set Up Directions

The Ronald Reagan Building (RRB) is a federal building, so please make sure you have your federal ID and be prepared for a security scan. Below, we have listed out the two ways you can arrive and enter the building:

- If you arrive by taxi, ride share, or drop off, any items carried in by hand will need to be able to fit through a bag scanner, like in many federal buildings. If you have a federal badge, you may be able to bypass the security scan.
- If you arrive by car and park in the garage under the RRB, you can bring your exhibit items up through the elevators in the garage. Please note, you will be greeted by security guards at the garage entrance who will need to conduct a quick car inspection. The garage security will not allow delivery trucks or towed trailers into the garage. Please note there is a charge associated with parking in the Ronald Reagan Building garage. Please visit the [RRB website](#) to view the parking fees.

Entrances to the Ronald Reagan Building garage are located on 14th Street and 13 ½ Street (off Pennsylvania Ave.).

### Drop Off/Parking

If you ship your items ahead of time to Precon Events, you can either park in the RRB garage, or in a pay lot near the building.

The closest Metro stations are Federal Triangle (which lets out just across Moynihan Plaza from the RRB entrance) and Metro Center (about 2-3 blocks walk).

### Load In/Set Up

All exhibits must be set up by 8:30am ET each day. You will be able to gain access to the building by 7:30am. If you ship your material ahead of time, they will be at your booth.

Booths can be left set up overnight, but we recommend that you do not leave any valuables, including personal computers, iPads, etc. out, for booths will be in an open area of a public building.

### Exhibit Locations & Accessories

All exhibits will be located on the Concourse level of the RRB, we will send you a map prior to the event. Please note, any material left after the event will be thrown away. Your booth will include:

- One 6ft table with drape. You can bring your own table cover if you prefer. (Signature and Premier sponsors will receive 2x 6ft tables.)

- Two chairs (Signature and Premier sponsors will receive 4 chairs)
- Conference wireless internet connection
- We encourage you to download videos in advance

### **Exhibit Space Specs & Setup**

**Your exhibit space is six feet wide by 3 feet deep. 10-foot-wide booth backdrops are not allowed. Banner signage or pop-up stands must fit behind the table in the 6-foot-wide space or on top of the table.** You will receive (1) 6' table and (2) chairs and wireless internet access. If you need access to power, please let us know by May 14th.

Please make sure your on-site team is aware of the setup specs.

### **Sustainability**

The National Marine Sanctuary Foundation will be prioritizing sustainability in all aspects of our CHOW planning and event execution. We are asking Sponsors and Partners to do the same. Below are ideas for your team to consider when planning your exhibit booth:

- **Table Display** - Focus on reusable items. If not reusable, explore options for local donation.
- **Limit printed materials** - If print is the only option, we suggest the use of recycled products. QR codes are a great tool to provide attendees with information about your resources.
- **Digital Giveaways** - We encourage Sponsors to look at digital giveaway options vs. providing branded items.

Commented [SC1]: @Diana Garcia - we say may 14 above

## AT THE EVENT

### Check In

Exhibit staff should check in at Registration when they arrive on Tuesday. Exhibit staff should wear the nametag they receive at Registration at all times while at their booth.

### Exhibit Schedule

(See [the CHOW website](#) for session start and end times)

Please plan to staff your exhibit at these times:

- Tuesday, June 3: 8:30am - 5:00pm\* ET
- Wednesday, June 4: 8:30am – 3:45pm ET (until after last session begins)

### Food

Snacks will be served in the lobby area; main meals will not be provided as a part of the event. The RRB has a food court that will be open all day.

### Share Your Experience

We encourage everyone at CHOW, including those staffing booths, to share your booth and experience on social media. Please use the official event hashtag #CHOW2025 on Facebook, X/Twitter, Instagram, Threads, and LinkedIn and tag and follow us at @marinesanctuary (X/Twitter) and @marinesanctuaryfdn (Instagram and Threads).

### Breakdown

**3:30pm-4:30pm, Wednesday, June 4th**

**All exhibits must be torn down and taken out of the Ronald Reagan Building by 4:30pm.** Please be prepared to take back with you any handouts, giveaways, etc. that were part of your display. If you need Precon Events to ship your items back to you, make sure they are packed for shipping and pre-labeled before you leave. You won't have the same security scan on the way out as you did on the way in. If you are local and want to ship your booth items to Precon for delivery, please let us know for you may not need the return shipping option.

Don't forget to pack tape/scissors/packing material you may need to ensure the safe return of your items.

Please address any additional questions to [Diana Garcia at dgarcia@marinesanctuary.org](mailto:dgarcia@marinesanctuary.org). On-site, please check at Registration if you have any issues or concerns.

Commented [SC2]: @Diana Garcia - verify with Comms if we are promoting all channels and if there are new channels

Commented [DG3]: @Teresa Mackey would these be the correct social media channels that we will be promoting CHOW on? feel free to add anything that is missing!

Commented [SC4]: @Diana Garcia - is this you or a Precon contact?