

General Information

LOCATION & DATES

Capital One Arena
Main Concourse
601 F Street, NW
Washington, DC 20004

Tuesday, October 22 to Sunday, October 27, 2019

VENDOR MOVE-IN

Monday, October 21 6:00 AM to 1:00 PM (unless prior arrangements have been made with WIHS)

NOTE: Hargrove will be available for set-up Labor and Material Handling services during scheduled Vendor Move-In hours. Before 8:00 AM, overtime rates will be in effect for Labor services.

Vendors/exhibitors have access to the Capital One Arena beginning at 6:00 AM.

SHOW HOURS

Tuesday, October 22	7:00 AM to 9:30 PM
Wednesday, October 23	7:00 AM to 10:30 PM
Thursday, October 24	7:00 AM to 10:30 PM
Friday, October 25	7:00 AM to 10:30 PM
Saturday, October 26	7:00 AM to 10:30 PM
Sunday, October 27	7:00 AM to 4:00 PM

VENDOR MOVE-OUT

Sunday, October 27 4:00 PM to 10:00 PM

NOTE: After 4:00 PM, overtime rates will in effect for Labor services.

All shipments will be returned to the advance warehouse. Shipments will be available for pick up starting on Thursday, October 31. Material Handling Agreements must be turned in at the Hargrove Service Desk by **Sunday, October 27 at 7:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each booth includes the following standard equipment:

8' High Draped **Backwall** – Color: **Black**
3' High Draped **Siderails** – Color: **Black**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Monday, October 14, 2019

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

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 ends **Tuesday, October 15 at 4:00 PM.**

Advance shipping address:

(Your Company Name & Booth Number)

61st Annual Washington International Horse Show

Hargrove, LLC

1 Hargrove Drive

Dock 2

Lanham, MD 20706

Advance Warehouse Receiving Hours: Monday through Friday, 8:00 AM to 4:00 PM

DIRECT SHIPPING

There is **NO DIRECT SHIPPING** to this event.

All shipments must be consigned to Hargrove and shipped to the advance warehouse. If your materials cannot arrive at the advance warehouse on or before Tuesday, October 15, contact Hargrove Exhibitor Services at 301.306.4627 or exhibitorservices@hargroveinc.com. Shipments sent directly to the Capital One Arena may be refused and will be subject to material handling fees plus a 50% surcharge.

Hargrove Shipping services are available and are strongly recommended for outbound shipments.