



# MODERN DAY MARINE<sup>®</sup> EXHIBITOR SERVICE MANUAL

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**Welcome** to the Modern Day Marine 2024 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Modern Day Marine. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual. *We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.*

## GENERAL INFO

### DATES & TIMES

Friday, April 26	1:00 PM – 5:00 PM	Targeted Move-In <a href="#">by Appointment Only</a> (Mobile Units and Vehicles – Appointment times provided by Freeman)
Saturday, April 27	8:00 AM – 6:00 PM	Targeted Move-In (Booths 400 sqft or larger)
Sunday, April 28	8:00 AM – 6:00 PM 8:00 AM – 6:00 PM	Registration Open for Exhibitors General Move-In
Monday, April 29	8:00 AM – 6:00 PM 8:00 AM – 6:00 PM	Registration Open for All General Move-In
Tuesday, April 30	7:00 AM – 4:30 PM <b>7:45 AM</b> 7:55 AM – 8:10 AM 11:30 AM – 12:30 PM <b>4:30 PM</b>	Registration Hours <b>Exhibit Hall Open</b> Opening Ceremony – Show Floor Partners and Allies Luncheon (ticketed event) – Tun Tavern <b>Exhibit Hall Closes</b>
Wednesday, May 1	7:00 AM – 4:30 PM <b>8:00 AM</b> 8:30 AM – 2:30 PM <b>4:30 PM</b> 6:30 PM – 7:30 PM 7:30 PM – 9:00 PM	Registration Hours <b>Exhibit Hall Open</b> Military Spouses Summit Sessions and Employment Fair <b>Exhibit Hall Closes</b> Grand Gala Reception – <i>Westin</i> Grand Gala – <i>Westin</i>
Thursday, May 2	7:00 AM – 2:30 PM 7:30 AM – 9:00 AM <b>8:00 AM</b> 2:00 – 2:30 PM <b>2:30 PM</b> 2:30 PM – 10:00 PM	Registration Open Congressional Breakfast (ticketed event) – <i>Tun Tavern</i> <b>Exhibit Hall Open</b> Semper Fi Mixer – <i>Marine Zone</i> <b>Exhibit Hall Closes</b> Move-out
Friday, May 3	8:00 AM – 4:30 PM	Move-out

### EXHIBIT HALL LOCATION

Walter E. Washington Convention Center – Halls B&C

801 Mount Vernon Pl. NW

Washington, DC 20001

This is a non-smoking building.

### SHOW MANAGEMENT CONTACTS

Available online. [Click here.](#)

### VENDORS

Click on vendors to get more information.



Freeman

[ORDER ONLINE](#)

[CONTACT](#)



Hi-Tech Electrical

[WEBSITE](#)

[EMAIL](#)



HOTEL RESERVATIONS

EVENTSPHERE

[ONLINE RESERVATIONS](#)

[EMAIL](#)



Smart City

INTERNET

[WEBSITE](#)



Maritz Global Events

[BADGE REGISTRATION](#)



Aramark

CATERING

[EMAIL](#)

[MENU](#)



SMARTSOURCE

AUDIO / VISUAL

[ORDER FORM](#)



Marsh/Total Event

Insurance

[ONLINE APPLICATION](#)



Maritz Global Events

LEAD RETRIEVAL

[ORDER ONLINE](#)

[ORDER FORM](#)



Simmons Security

SECURITY

[ORDER FORM](#)



Freeman or Hi-Tech

RIGGING

[Under 200 lbs WEBSITE](#)

[200 lbs & Over WEBSITE](#)

[200 lbs & Over](#)




FLORAL

Modern Day Marine does not have a preferred floral vendor. Please ensure that selected floral vendor has gone through the ROE process with the Convention Center.

### SHOW PLANNER


Click on items to get more information and link to the website or form.



**March 28 – April 22**

Freeman  
ADVANCE SHIPPING


DISPLAY MATERIALS  
HANGING SIGNS  
FLOOR COVERING FOR MOBILE UNITS



**APRIL 1**

Freeman  
EARLY BIRD DEADLINE

FURNITURE  
CARPET  
LABOR  
VEHICLE SPOTTING



**APRIL 9**







Hi-Tech Electrical  
ADVANCE DEADLINE

ELECTRICAL & PLUMBING  
RIGGING 200 LBS & Over

**BEFORE YOU ARRIVE TO SHOWSITE**

-  [Submit Certificate of Insurance](#)
-  [Coordinate Hotel & Travel](#)
-  [Vehicle Spotting Form](#)
-  [Ship to Advanced Warehouse](#)

**SERVICES**

-  [CLEANING](#)
-  [FLORAL](#)
-  [AV](#)
-  [CATERING](#)
-  [INTERNET](#)
-  [SECURITY](#)

**SHOW MANAGEMENT REQUEST**

- [SUBMIT CERTIFICATE OF INSURANCE](#)
- [EXHIBITOR APPOINTED CONTRACTOR](#)
- [HANGING SIGN REQUEST](#)
- [WEAPON APPROVAL FORM](#)
- [SHARE YOUR CAGE CODE](#)

**ONCE YOU ARRIVE**

- [CONFIRM FREIGHT DELIVERY](#)
- [CONFIRM ADVANCED ORDERS](#)

## INSURANCE

Modern Day Marine Expo does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Modern Day Marine Expo before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.



Submit your insurance documents [online](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$1,000,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Walter E. Washington Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following **MUST** be contained on the certificate: [EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – Modern Day Marine Expo 2024, Freeman, Walter E. Washington Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates April 26 through May 3, 2024.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax.

[Click Here](#)



#### *Certificate Holder Information should be listed as:*

Modern Day Marine Expo  
31910 Del Obispo, Ste 200  
San Juan Capistrano, CA 92675

#### **REPORTING**

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

#### Exposed Surfaces

All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

#### Multi-Level Exhibits

A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes. All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

#### Covered Exhibits

A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable. All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

#### Hanging Signs and Overhead Structures

Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths 20'x20' or larger to a maximum height of 20 feet from the floor to the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.



Submit your hanging sign request, include a rendering of the sign and placement. Requests due by March 26, 2024.

Signs and structures **UNDER 200 pounds** will need to be assembled and installed by Freeman. [Visit their online portal to arrange.](#) Hanging signs should be sent using the Hanging Sign shipping labels provided in the Freeman pages of this kit. Signs and structures **200 pounds or OVER** will need to be installed by Hi-Tech Rigging. [Visit their website for more information.](#)

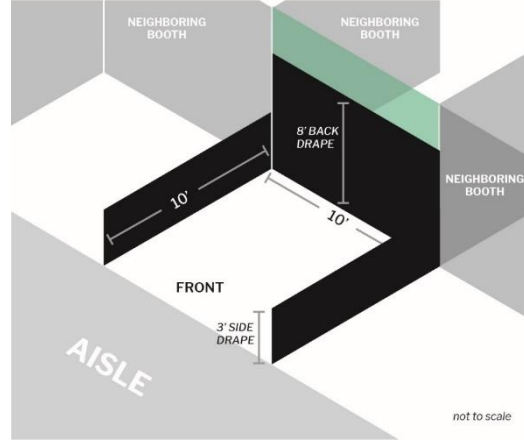
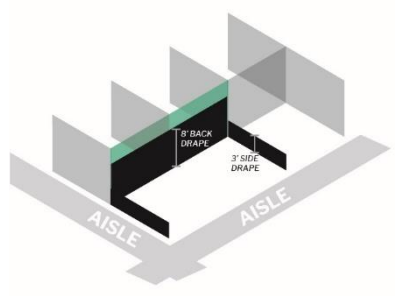
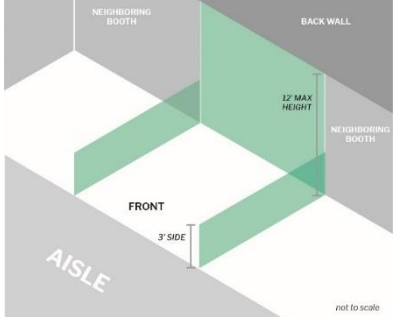
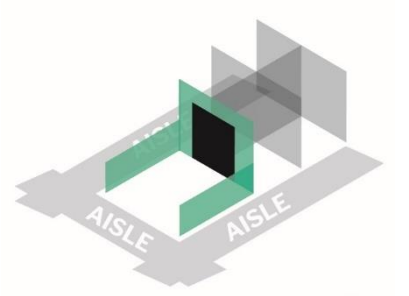
#### Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.



#### Balloons or Inflatables

Helium balloons used for decoration in a booth must be pre-approved, tethered, and securely fastened to an object in a booth. Additional fees apply for retrieval of unsecured balloons. Helium tanks are not allowed inside the Convention Center.

Inline Booth Guidelines & Information

<p><b>Definition and/or Dimension</b>                  Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Booths are commonly ten feet (10’) wide and ten feet (10’) deep, i.e., 10’ x 10’.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b>                  10 X 10, line of sight, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>	
<p><b>Drape &amp; Aisle</b>                  Show Drape Color(s): Black 8’ back drape with 3’ Black side drape</p> <p>Aisle Carpet Color: Tuxedo (Black &amp; Grey specked)</p>	<p><b>“Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p><b>Use of Space - Line of Sight</b>                  A maximum height of 8’ with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle. Materials within the booth must be constructed so not to obstruct sight lines of neighboring exhibitors. <i>Special consideration:</i> When three or more linear booths are used in combination as a single exhibit space, the 4’ height limitation is applied only to that portion of the exhibit space which is within 10’ of an adjoining booth.</p>	<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>  <a href="#">Americans with Disabilities Act</a>  <a href="#">Display Guidelines</a>  <a href="#">Vehicle Display</a>  <a href="#">Firearms Display</a></p>	
<p><b>Advance Permission Requests for the Following layouts:</b></p> <ul style="list-style-type: none"> <li>• Bridging Aisles</li> <li>• Catwalks or Raised Walkways</li> <li>• Hanging Signs Heavy or Unusual Structures</li> <li>• Motor Vehicle Displays</li> <li>• Open Flame and/or Propane</li> <li>• Special Lighting (such as Lasers or Ultraviolet)</li> </ul>	<p><b>Corner booths</b> must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle. Maximum height of 8’.</p> <p><b>Perimeter booths</b> are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12’).</p> <p><b>End-Cap booths</b> are exposed to an aisle on three sides and comprised of two adjacent 10’x10’ booth spaces. Maximum height of 8’ only in the rear half of the exhibit space and within 5’ of the two side aisles.</p>	
<p style="text-align: center;"><b>CORNER BOOTH SPACE</b>                  aisles on 2 sides; line of sight w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>	<p style="text-align: center;"><b>PERIMETER BOOTH SPACE</b>                  booth backs up to wall in event space, max height 12’</p>  <p style="text-align: right;"><small>not to scale</small></p>	<p style="text-align: center;"><b>PENINSULA BOOTH SPACE</b>                  line of sight, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>

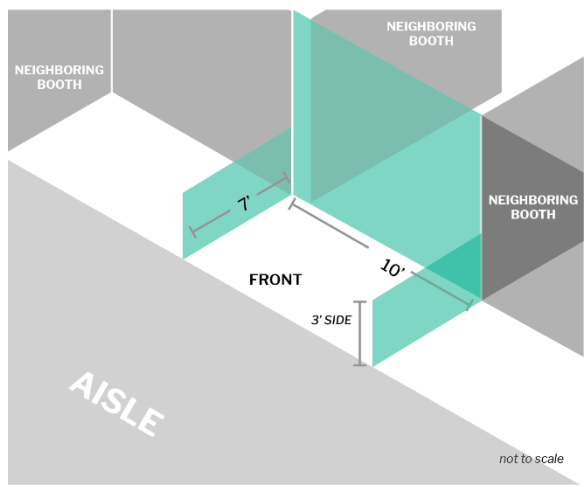
## Island & Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Island booths are any size booth exposed to an aisle on all four sides.                   Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.                   Split Island booths are booths which share a common backwall with another booth. Each booth is exposed to aisles on three sides and comprised of a minimum of four booths.</p>	<div data-bbox="982 241 1347 304" style="text-align: center;"> <p><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p> </div>  <p style="text-align: right; font-size: small;">not to scale</p> <div data-bbox="917 892 1372 924" style="text-align: center;"> <p><b>SPLIT ISLAND BOOTH SPACE</b></p> </div>  <p style="text-align: right; font-size: small;">not to scale</p>
<p><b>What's Provided / Included</b>                  Island and Split Island booths do not come with drapes or ID signs.</p>	
<p><b>Use of Space</b>                  The entire cubic content of Island and Split Island booths may be used up to the maximum allowable height of 16'. Double-sided signs, logos and graphics shall be set back 10' from adjacent booths.   <b>Towers</b>                  A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of an exhibit will not exceed 20 feet (5 meters) in height.</p>	
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.                   If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	
<p><b>Display Information</b>  <a href="#">Vehicle Display</a>  <a href="#">Firearms Display</a>  <a href="#">Demonstration Guidelines</a></p>	

**Additional Information**  
[Labor/Union Laws](#)  
[Building Rules/Guidelines](#)  
[Americans with Disabilities Act Display Guidelines](#)



Small Business Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Booths are ten feet (10’) wide and ten feet (7’) deep.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b> 10 X 7, line of sight</p> 
<p><b>Drape &amp; Aisle</b>                  Show Drape Color(s): Black 8’ back drape with 3’ Black side drape.</p> <p><b>Aisle Carpet Color:</b> Tuxedo (Black &amp; Grey specked).</p>	
<p><b>Furniture Included:</b>                  One (1) 6’ skirted table and (2) chairs</p>	<p><b>“Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Use of Space - Line of Sight</b>                  A maximum height of 8’ with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle. Materials within the booth must be constructed so not to obstruct sight lines of neighboring exhibitors.</p>	
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>  <a href="#">Americans with Disabilities Act</a>  <a href="#">Display Guidelines</a></p>	<p><b>What’s Provided</b></p> <ul style="list-style-type: none"> <li>• Standard Drape</li> <li>• Booth Carpet</li> <li>• One (1) 6’ skirted table and (2) chairs</li> <li>• (1) wastebasket</li> </ul>

## FREIGHT & DELIVERIES

### Freight & Material Handling

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight. Charges for material handling will be based on the inbound weight only, whether the above services are used completely or in part. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Freeman and may be charged special handling.

All materials shipped to the advanced warehouse by the deadline will be unloaded on straight time. Any shipments delivered to the advance warehouse late or delivered to show site on Saturday or Sunday will be delivered on Overtime.

Early move in may be requested by filling out [this form](#).

	Targeted Move-In Times	
Mobile Units & Vehicles	Friday, April 26	1:00 PM – 5:00 PM
Booths 400 sqft or Larger	Saturday, April 27	8:00 AM – 6:00 PM
All Booths	Sunday, April 28 & Monday, April 29	8:00 AM – 6:00 PM

### Vehicle / Machinery Spotting Service

Exhibitors with vehicular or machinery displays must complete and return the “Vehicle / Machinery Spotting Service” form to Freeman **by March 26th**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.



*VEHICLE/ MACHINERY  
SPOTTING FORM Deadline  
March 26<sup>th</sup>.*

Liquid or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Walter E. Washington Convention Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.
- No leaks underneath vehicles.
- At least 36” clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit or door or exit pathway.

Additionally:

- Vehicles must be removed from the premises immediately upon conclusion of the event.
- All spotting service orders are subject to Freeman’s Payment Policy and Terms & Conditions.
- Key(s) should be available to Show Management and/or Freeman at all times.

### Self-Unloading / Hand Carry Policy

Exhibitors may self-unload at the designated POV ramps. See next page for the type of vehicles that would qualify. A flat cart may be used. Limitations apply.

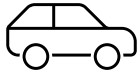
**9th St and Mt. Vernon Place is the designated entrance for exhibitors who wish to hand-carry materials to their booth.**

Exhibitors may use this entrance to transport materials they can carry in one (1) trip to their booths.

Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

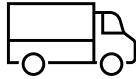
### Privately Owned Vehicles (POV)

The types of vehicles listed below are considered POV's and will be allowed to unload/load in the designated POV ramp area after checking in at the marshalling yard.



- Passenger Automobile
- Mini Van
- SUV
- Pick-up truck

Vehicles listed below **will not be allowed** access to the dock spaces for self-unload/load. These will be unloaded by dock personnel at the material handling rate.



- Trailers of any kind
- Box Truck
- Full Size Vans
- Bobtail
- Stakebed



*A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight.*

### Freight Warehouse Shipping Address

Exhibiting Company Name / Booth #

**Modern Day Marine 2024**

C/O TForce Freight / Freeman  
 6571 Washington Blvd  
 Elkridge, MD 21075

Freeman will accept crated, boxed or skidded material beginning **March 28, 2024** at the above address. Material arriving after **April 22, 2024** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108”H x 93”W x 92”L. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

### Direct to Site (Show Site) Shipping Address

Exhibiting Company Name / Booth #

**Modern Day Marine 2024**

Walter E. Washington Convention Center  
 C/O Freeman  
 801 Allen Y Lew Pl NW  
 Washington, DC 20001

Freeman will receive shipments at the exhibit facility beginning April 27, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054. Please find more information on the marshalling yard location and process [here](#).

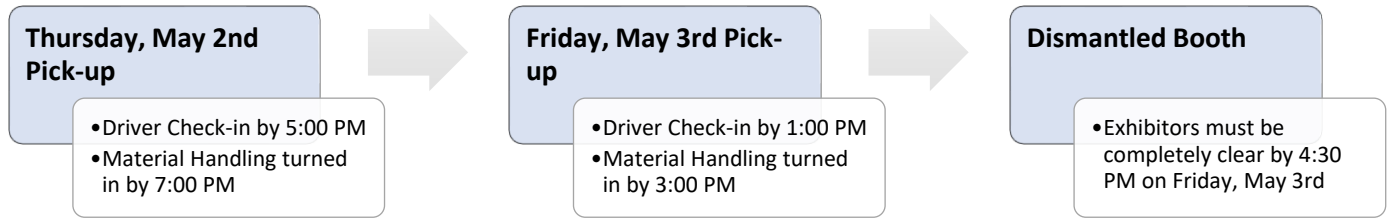
Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

### Oversize/Overweight Transportation

Permits are required for oversize/overweight hauls. Use the online tool from DDOT at [tops.ddot.dc.gov](https://tops.ddot.dc.gov) to secure your permit. It is highly recommended that haulers use best industry practices and pilot cars or escort vehicles during their move, in addition to ensuring a Metropolitan Police Department escort is not required.

### Outbound Shipping

Shipping Form must be turned into Service Desk before freight will be released to driver.



Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Freeman Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Freeman Service Center at your convenience.

### Storage

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and accessible storage.

## INSTALL/DISMANTLE & LABOR REGULATIONS

### Late Set-up

If you need to work in your booth longer than the posted set up hours, please reach out to Show Management.

### Labor/Union Laws

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions.

<p><b>Carpenters</b></p>	<p>Local 491 claims all work relating to <b>uncrating, re-crating, installation, maintenance and dismantling of exhibits</b> within its jurisdictional boundaries.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>• Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used.</li> <li>• 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used.</li> <li>• Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.</li> </ul>
<p><b>Teamsters Union</b></p>	<p>Local 639 claims work relating to delivery of <b>freight, loading and unloading of freight</b>, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries.</p> <p>Exception:</p> <ul style="list-style-type: none"> <li>• An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).</li> </ul>
<p><b>Freight Handling</b></p>	<p>Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is Freeman's responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Freeman will not be responsible for any material they do not handle.</p>

### Work Breaks & Gratuities

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given to each employee. Please attempt to work your people to conform to these mandatory break periods. Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Freeman employee, as all are paid at an appropriate wage scale. Any questions arising with regard to union jurisdictions or practices should be directed to the Freeman manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

### Building Rules/Guidelines

For a full list of the Walter E. Washington Convention Center Event Regulations follow this [link](#).

Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises. Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

### Safety

#### Fire Marshal Requirements & Permitting

All exhibit spaces must be in full compliance with all facility, fire marshal, Show Management, and exhibit guidelines including all local, state and federal laws.

#### Fire & Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of Show Management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

#### Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

### OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

## Cleaning

### Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 2:00 PM on Monday, April 29<sup>th</sup>, 2024. This will allow Freeman sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

## EXHIBITOR APPOINTED CONTRACTOR PROCESS

Modern Day Marine recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must designate their EAC.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 for each booth location you are providing services or products for. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the EAC Process follow [this link](#).

- EACs will NOT be allowed on the show floor unless all the requirements are satisfied:
  - EAC must complete all required documentation via the online [EAC portal](#)
  - EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal
  - EAC must agree to the [Rules & Regulations](#) outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
  - EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal

The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and the Walter E. Washington Convention Center prior to commencing work. The EAC must be able to provide security with evidence of compliance if requested.

Should you have any questions regarding the process, please email [ModernDayMarine@EACMgmt.com](mailto:ModernDayMarine@EACMgmt.com).

## UTILITIES

### Electrical Regulations

All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.

For more information from Hi-Tech Electrical follow this [link](#).

### Internet Services

SmartCity is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously depending upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. SmartCity can engineer custom dedicated network(s) to achieve your company objectives. Order Form [Here](#).

## ONSITE BOOTH GUIDELINES

### FIREARMS DISPLAY

No one may display firearms at the Center without a valid Firearms License. Anyone planning to display firearms must submit a copy of such license identifying the event at which such weapons are to be displayed, no less than fifteen days prior to the event. Please complete the [Modern Day Marine Firearms Request Form](#).

In order to display your firearms at Modern Day Marine, the following rules and regulations must be followed:

- All firearms must be rendered inoperable during the entire time they are in the Convention Center.
- At no time shall live ammunition be loaded into any firearm on display in the Center.
- A Security Officer must be on duty within your booth space during booth installation as soon as the firearms arrive at the Convention Center, during show days (nonevent hours), and during booth dismantle until the firearms have been loaded out by your shipper. MDM's preferred security vendor will be shared once selected.
- A designated company representative must be onsite to supervise the load out of your firearms.
- All firearms must be displayed (Exhibited) in a glass case or secured with a cord for safe handling.
- Please have an accurate inventory document on hand of how many firearms of each type were sent in. This document may be reviewed by security onsite.

In addition, MDM and Freeman highly recommend that you make arrangements with your shipper for your firearms to be packed up and loaded out of the Convention Center the night the show closes. MDM has made arrangements with Freeman to make this process as smooth as possible:

- Please visit the Freeman Service Desk to request special Empty Sticker labels to go on your firearm cases. Once you have unpacked your firearm cases and are ready for them to be stored by Freeman during the show, you will apply this sticker. This sticker will indicate to Freeman that this case is to be stored on-site and delivered back to your booth at the break of the show as a priority.
- The night of the show close, you will receive back your firearm cases as a priority and should arrange for your shipper to pick up these shipments that night. You will receive during the show a Bill of Lading that indicates this is a priority shipment. You will then turn in this BOL to the Freeman Service Desk once your firearms are packed up and ready to go. You are required to have security stay at your booth until your firearms have been loaded out of the Convention Center by your shipper as well as a designated company representative supervising the load out of the firearms.

**Weapon/Firearms  
Display Form**  
for real and dummy  
weapons.

Please note, if you chose to not load out your firearms the night of show close, Freeman and MDM assume zero liability for any theft or damages. If you have any high-value, military hardware on display at MDM that does not qualify as a firearm but would like to take advantage of the expedited move-out the night of show break, please reach out to [kate.benson@emeraldtx.com](mailto:kate.benson@emeraldtx.com). MDM and Freeman will review these requests on a case-by-case basis to see if they can accommodate the expedited move-out.



**Dummy Weapons require the same treatment as firearms. They must be secured/tethered for demonstration and should be secured overnight.**

### Delivery of Firearms

- If firearms are transported via a carrier, with an exhibit booth, please make sure there are security devices, they can't be fired, and that someone qualified can confirm they can't fire. Have shipping documents accounting for all firearms.
- If firearms are going to be hand-carried through the WEWCC public space, they will need to be escorted. Please reach out to [kate.benson@emeraldtx.com](mailto:kate.benson@emeraldtx.com).

### Onsite Armory

Firearms can be secured in a container that can't be moved or permanently tethered, you can hire an overnight guard from our security vendor Simmons Security, or you can store them in the overnight armory, located in Show Office C. Hours:

Monday, April 29<sup>th</sup> – drop off starting at 4 PM

Tuesday, April 30<sup>th</sup> – items collected by 10 AM; drop off starting at 4:00 PM

Wednesday, May 1<sup>st</sup> – items collected by 10 AM; drop off starting at 4:00 PM

Thursday, May 2<sup>nd</sup> – items collected by 10 AM

## DISPLAY

### Animals

Only service animals will be allowed into the Walter E. Washington Convention Center. All other animals are prohibited.

### Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

### Vehicles on Display

Visit the [Freeman](#) site to arrange vehicle spotting.

## DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

### Exhibitor Conduct /Good Neighbor Policy

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show Management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of Show Management.



## Hospitality & Networking Events

All food and beverage distributed from your booth must be ordered from [Aramark](#), the exclusive premier catering partner of the Walter E. Washington Convention Center.

Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. ***Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show.*** Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.

## Noise / Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Sound and noise should not exceed 55 decibels when measured from the aisle immediately in front of a booth.

## Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to hand outs, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL INFORMATION

### Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by Show Management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained Show Management approval.

### Photography

Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited, except by members of the press who received pre-approval. Conference sessions may not be photographed, or video/audio recorded.

### Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

## Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

## SECURITY INFORMATION

Modern Day Marine Expo Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Walter E. Washington Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

### *Tips To Help Protect Your Product*

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

## REGISTRATION

### STAFF BADGES

Exhibitors are allowed staff badges for the expo hall with the purchase of the exhibit space and may register online.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges grant access to all expo related venues and events with the exception of events which require additional fees. All fee related events have limited availability but seats may be purchased through the badge registration process on a first come first served basis. The Marine Corps System Command Advance Planning Brief to Industry (APBI) also has a qualification requirement that attendees must be American Citizens representing a U.S. based corporation.

REGISTER YOUR  
STAFF NOW

### ADMISSION POLICY

#### Children

Children under the age of 16, including infants, are not allowed on the exhibit floor or in the conference sessions at any time, including move-in and move-out.

## GETTING THERE

### HOTELS

OnPeak is the official hotel agency for Modern Day Marine and the best way to book hotel reservations. Hotel arrangements can be made online [Exhibitor Housing Reservations](#) page. With OnPeak you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through OnPeak. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

Located downtown in the heart of our nation's capital, it's easy to find your way to the Walter E. Washington Convention Center from any corner of the city, by whichever means of transportation suits you best. You'll find thousands of parking spaces in several lots within blocks of the Convention Center, (available on a first come, first serve basis).

Map of [the area](#).

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Convention Center.

### CITY RESOURCES

Explore the area! [Click here](#) to see all Downtown DC has to offer!

Book your Hotel Room

## SPONSORSHIP OPPORTUNITIES

For a complete list of sponsorship opportunities, visit the [show website](#).

## ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for Modern Day Marine Expo 2025. During your assigned space selection appointment, please go to the Modern Day Marine Sales Office to select your booth space for the 2025 event.