



Meet the Generals @ the October Networking Event

Wednesday, October 04, 2023
Samuel Riggs IV Alumni Center / University of Maryland
7801 Alumni Drive, College Park, Maryland 20742-1521

Exhibitor & Sponsor Schedule

1:00 – 2:00 pmExhibitor & Sponsor Move-In	Ballroom
2:00 – 5:00pmExhibit Hall Open	Ballroom
5:00 – 6:00pmTear Down.....	Ballroom

BOOTH INFORMATION:

You will be provided a 10 x 10 ft. space with a 6 ft. draped table, two chairs, and an identification sign. Pop-up displays may be used if they fit within the parameters.

MATERIAL HANDLING:

You can drive up to the entrance of the Samuel Riggs Alumni Center (circular drive) and drop off your materials before parking.

PARKING

Paid parking is available before 4:00 p.m. in the Stadium Drive garage for a rate of \$3 per hour. The garage is located adjacent to the Riggs Alumni Center and the Moxley Gardens.

- Please pay for your parking immediately after parking your car in the garage. Remember your space number and enter it into the machine located directly outside of the garage or use the mobile app Park Mobile.

Additional parking information can be found [here](#).

SET-UP AND DISMANTLE:

Exhibitors are required to set up and tear down their own booth displays.

ELECTRICITY:

If you have electrical needs, please reach out to Kim Collins no later than Friday, September 29, 2023.

SECURITY:

Exhibitors are responsible for securing all items within their booth. Small or portable items should be safely secured when the booth is left unattended.

Thank you for participating in ABC’s Meet the Generals. We value your sponsorship of this program and look forward to working with you prior to the event as well as on-site. If you have any questions or concerns, please contact Kim Collins at the Metro Washington Chapter office at 301-595-9711 or email her at kcollins@abcmetrowashington.org,