

Chief Data & Analytics Officer

GOVERNMENT September 19-20, 2023

CONVENE ARLINGTON

SHIPPING INFORMATION

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Please schedule deliveries to the venue no earlier than September 13th. All deliveries must be dropped off between 9:00 am - 5:00 pm.

Suggested format for shipping label:

CONVENE at 1201 Wilson
1201 Wilson Blvd Floor 30
Arlington, VA 22209
ATTN: Jordan Tapley

(Box ____ Of ____)

Once you have your tracking numbers, please send them to Asha Chowdhury in case we need to assist with locating/tracking at the venue. Tracking numbers are due to Asha by Friday, September 15th.

Shipping label can be found in Sponsor Portal

RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. Once the event is over, your team will be responsible for packing up your exhibit. We will have some extra packing tape onsite to help seal any outgoing packages.

Your team will be instructed to leave any outgoing shipments on the table of your exhibit after the event is over. These must be sealed and with a completed pre-paid shipping label.

Any questions, please feel free to reach out to Asha.Chowdhury@coriniumgroup.com

SHIPPING & RECEIVING



1201 Wilson Blvd

Arlington, VA 22209 (Floor 29 & 30)
Entrance in between Lynn & Moore Street

General Guidelines

- No boxes, carts, cases or any items larger than carry-on luggage will be permitted through the lobby
- All deliveries must be dropped off between 9:00 AM and 5:00 PM
- Items may be received up to (3) business days prior to the event and may be held up to (3) days after the event.
- All pick ups must be scheduled by the client or vendor
- Please provide Production Manager a list of all shipments & deliveries
- Any deliveries via messenger/private courier must be brought in via the building Loading Dock



Loading Dock

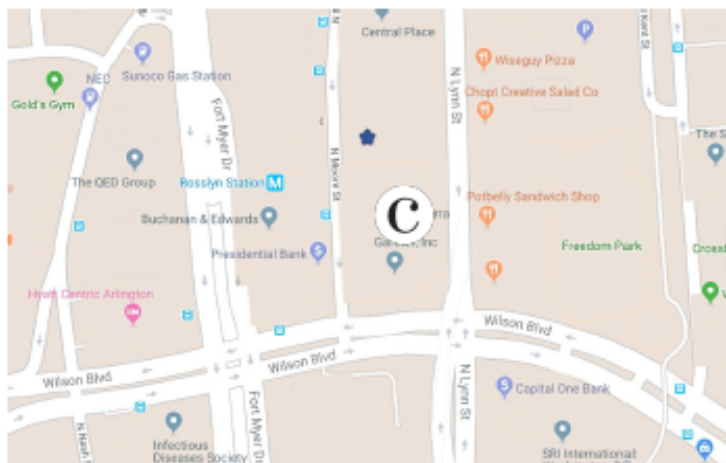
1730 N. Moore Street
Located in between the bus alley & upper garage parking entrance

Loading Dock Guidelines

- Open Monday – Friday, 7:00 AM – 7:00 PM
- **Freight use after this time will result in an additional charge**
- Freight access must be requested 72 hours in advance
- Certificate of Insurance (COI) is required for freight and loading dock access

Freight Elevator Specifications

- Depth: 100"
- Height: 102"
- Width: 82"



Please call one of the numbers below to schedule a pickup or report any missing/damaged packages.

FedEx: 1 (800) 463-3339

UPS: 1 (800) 742-5877

USPS: 1 (800) 275-8777

DHL: 1 (800) 225-5345