Additional Information for Exhibitors

Society of Christian Ethics Meeting

Renaissance Washington DC Downtown

January 9 – 12, 2020

# Table size and set up

The tables are 8 feet by 30 inches and will be furnished with skirting. Exhibitors may set up on Thursday, January 3rd, 8am to 6pm.

The Hotel does not permit anything to be nailed, posted or otherwise attached to its walls. Only pre-authorized signage, promotional material, etc., will be allowed in meeting room areas.

# Exhibit hours

 Thursday, January 9th: 6:00pm to 9:00pm

Friday, January 10th: 8am to 7:15pm

Saturday, January 11th: 8:15am to 6:00pm

Sunday, January 12h: 8:30am to 11:00am

# Liability

Please note the liability statement on the registration form. It is the responsibility of the exhibitors to provide for themselves necessary insurance covering exhibitors’ property.

# Auxiliary Services

Requests for direct dial, fax, and internet access and any electrical needsmust be arranged through the hotel audio visual team prior to the meeting. These services are at an additional cost and are charged at a daily rate. In addition, all local and long distance calls will be charged at current hotel rates in guest rooms only. Exhibitor booth order forms for audio visual needs are posted on the SCE website at <https://scethics.org/am-materials/publishers/publishers#attachments>.

The deadline for requesting power, phones, and internet from the hotel is December 30.

# Shipping information

Boxes may be delivered to the Hotel only 3-4 days prior to the date of the conference. Please see the shipping instructions at <https://scethics.org/am-materials/publishers/publishers#attachments>. All materials need to be clearly labelled with the following:

Society of Christian Ethics, January 9-12, 2020

Name of On-Site Contact Claiming Packages

Name of Publishing Company

Grand South Ballroom

c/o FedEx Office at Washington DC Renaissance Hotel

999 Ninth Street NW

Washington DC 20001

**Upon Your Arrival:** Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient’s signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

I was able to negotiate a discount for handling/delivery/storage: 15% off for handling/storing/delivering. For the hotel rates, see <https://scethics.org/sites/default/files/Shipping-Instructions_packet.pdf>.

**Upon Your Departure:** All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

\*\*\*Please do not just leave your packages in a meeting room. The Renaissance will not be held responsible for parcels left unattended.

If you have questions about shipping/delivery services at the Renaissance, please contact:

* Anthony Orlando Caldeira, FedEx Office # 5041 Store Manager, Cell: 202-336-9293; Work:202-789-1015; Fax:202-789-1439; email: anthony.caldeira@fedex.com
* Nathan Baca, Senior Event Manager, Phone: 202-682-3416; email: Nathan.Baca@marriott.com