

SEPT 29 - OCT 2, 2024



# ECHO RICHMOND

EXHIBITOR GUIDE

ECHOFLIGHTCREW.ORG





# ECHO RICHMOND

SEPT 29 - OCT 2, 2024

## EXHIBITOR HALL HOURS

**MONDAY, SEPT 30**  
12:00 PM - 5:30 PM

**TUESDAY, OCT 1**  
9:00 AM - 4:30 PM

**WEDNESDAY, OCT 2**  
9:00 AM - 1:00 PM

\*Lunch times vary daily





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## REGULATIONS

### **Assigning Exhibitor Space**

Exhibitor space is assigned by ECHO on a first come, first served basis once payment is processed.

### **Arrangement and Use of Space**

Spaces are arranged in varying size with a maximum height of 12'. Creative exhibits are encouraged, but must not obstruct passageways or the view of neighboring exhibits.

### **Installation and Dismantling**

Installation should occur on Monday, September 30th before the exhibit hall opening at 12:00 PM, and should remain intact until the exhibit hall closes on Wednesday at 1:00 PM. The exhibit hall will open on Monday at 6:00 am for set-up. All items need to be removed from the vendor hall by 5:00 PM on Wednesday.

### **Load-In Measurements**

All delivery trucks must have a lift gate. The hotel has a freight elevator at the dock for delivery of items.

The elevator is approximately 10'x10'x10' in dimension with a maximum weight capacity of 8000 pounds. The loading dock is located at the back of the Hotel on Marshall Street. The hours of operation are from 7:00am-3:00pm daily.

Load-In Doors into Conference Center: 94" High, 60" Wide.

### **Liability and Insurance**

Exhibitors are responsible for making provisions to safeguard their materials, equipment, and displays for the entire duration of the event. ECHO is not responsible for any theft, loss, or damages or any fees incurred as a result.

### **Subletting of Space**

Exhibitors may not assign, lease, or sublet their space to another vendor and may not advertise, sell, or distribute products other than their own within their space.

### **Care of Space**

Exhibitors agree to follow all local, state, and federal laws as it pertains to activities within their exhibitor space. Additionally, exhibitor may not injure or deface any surface in their space to include nails, hooks, tacks, screws, or otherwise.

### **Staffing**

Exhibitors must open on time and staff their space during all show hours. Vendors must display proper identification provided to them upon registration.



# ECHO RICHMOND

## SHIPPING INSTRUCTIONS

### Pre-Conference Delivery

Deliveries of any materials for vendors must be arranged with the venue ahead of the conference, and vendors are solely responsible for any fees related to shipping and storage for all materials.

### INBOUND SHIPPING INSTRUCTIONS

To eliminate any package delays, please address the boxes as noted below. All packages delivered to the venue will require a signature upon receipt by the client on-site. Please only address boxes to individuals who will be on-site to sign for them.

Any materials shipped to the hotel may not arrive earlier than three (3) days before the start of the event.

Email Kim Carragher, Marriott Event Manager at [kim.carragher@whitelodging.com](mailto:kim.carragher@whitelodging.com), no later than (2) weeks before arrival with tracking information and to pay shipping fees. A load-in/load-out schedule will be coordinated with your Event Manager.

Please DO NOT address boxes to a venue employee or your catering or conference services manager—this could cause delayed delivery of your packages to the meeting space.

### SHIPMENTS FOR MEETINGS

Richmond Marriott Hotel Downtown  
Attn: Hotel Event Manager, Event Name, Event Start Date  
Company Onsite Contact (Booth # if applicable)

#### EXAMPLE:

**Richmond Marriott Hotel Downtown  
ATTN: Kim Carragher, ECHO Conference, 09/29/24  
Jason Doe, Booth 12**

**500 E Broad Street  
Richmond, VA 23219  
Box 1 of 1**





**ECHO**  
RICHMOND

## **SHIPPING INSTRUCTIONS**

### **OUTBOUND SHIPPING INSTRUCTIONS**

Please securely close all packages with tape and affix a completed carrier airbill in a waterproof sleeve to all packages prior to departing to expedite the shipping process. Boxes can be left at your exhibitor space on Wednesday. Boxes without completed airbills will not be able to be shipped out. It is mandatory to have pick-up times scheduled in advance. Please have a scheduled pickup for Thursday, October 3rd.

### **HANDLING FEES**

The fees listed below are for deliveries. A secured Sertifi link will be sent via email for all charges.

#### **WEIGHT & FEE**

Small Package \$10  
(approximately 18"x18"x18" - Under 5lbs)

Medium Item \$15  
(approximately 48"x48"x48" - Under 20 lbs)

Large Item \$20  
(over 48"x48"x48" - Over 20 lbs)

Extra-Large Item or Case \$25  
(over 50 lbs)

Pallet or Crate \$75

### **STORAGE FEES**

A fee will be applied to each package that arrives more than three business days before the first group event.

Letter/Flat Free

Small Package (approximately 18"x18"x18" - Under 5lbs) \$5.00

Medium Item (approximately 48"x48"x48" - Under 20 lbs) \$8.00

Large Item (over 48"x48"x48" - Over 20 lbs) \$10.00

Extra-Large Item or Case (over 50 lbs) \$25.00

Pallet \$150.00

Crate \$200.00

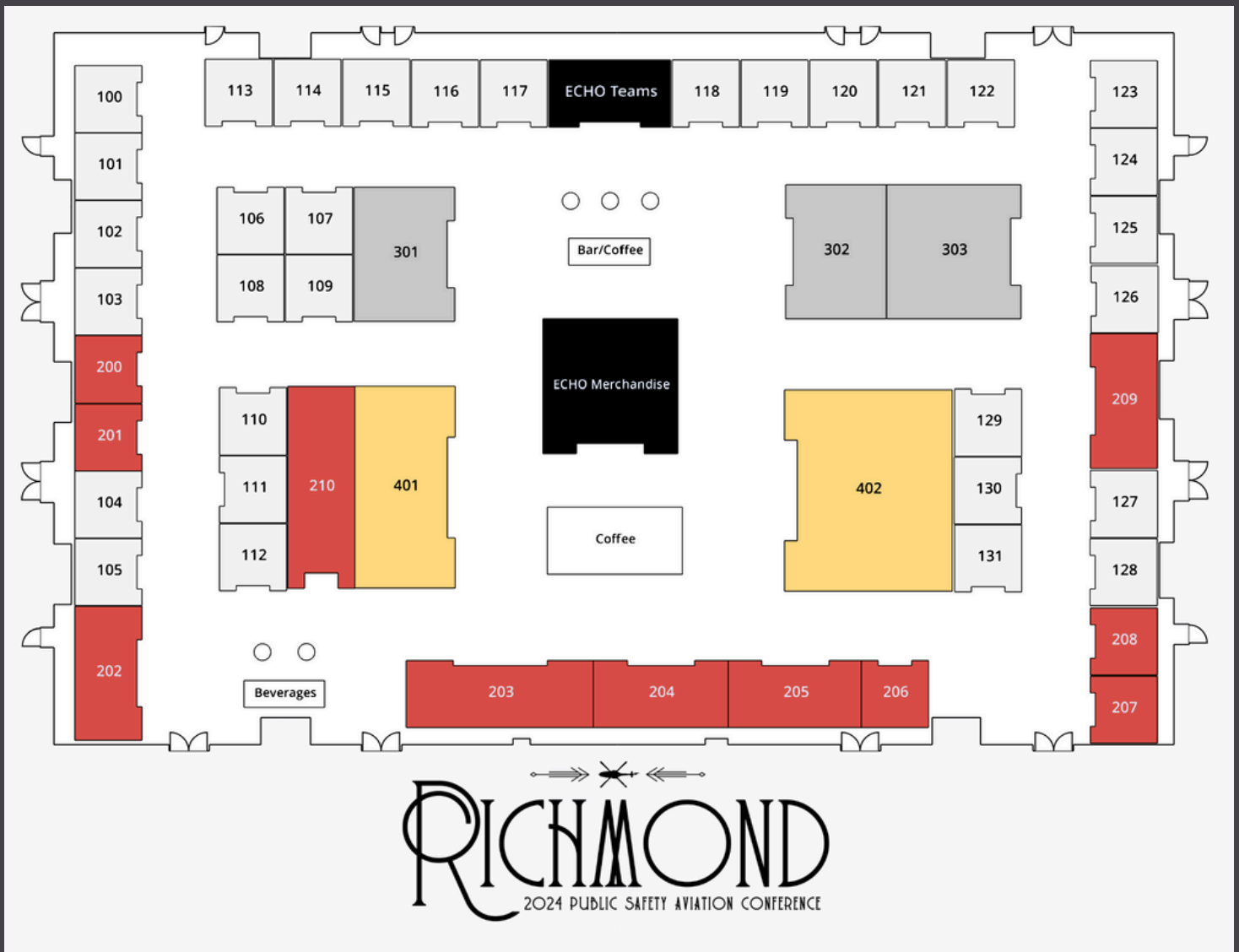




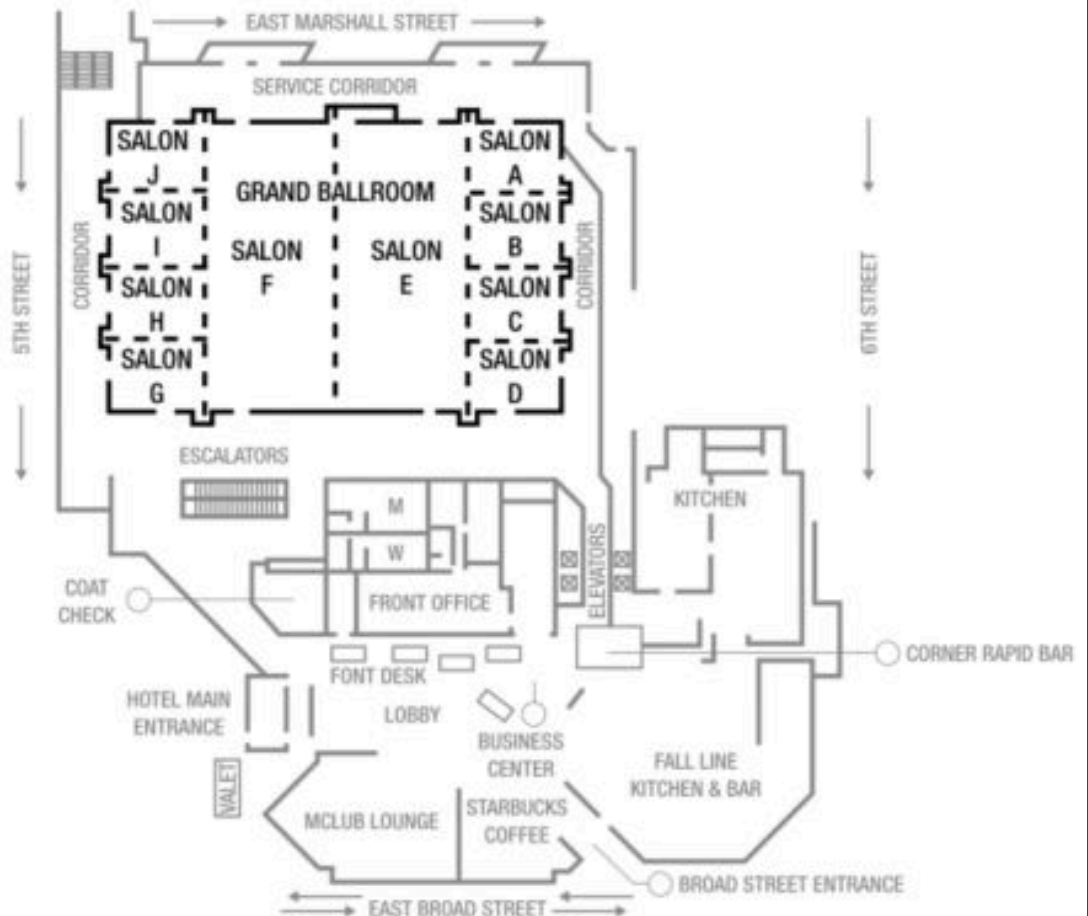
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## EXHIBITOR SPACE



## FIRST FLOOR/STREET LEVEL







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## INVOICES

**Invoice must be paid in full by September 15th**

**Invoice paid between September 16th & September 29th will incur a 10% late fee**

**Exhibitor will forfeit their space and may not attend conference if invoice not paid by September 29**

**Payment can be made via check, EFT or credit card through website**

**[View 2024 Partnership Prospectus](#)**

**[View Media Kit](#)**

### **Advertisement Opportunity for Registration**

ECHO Partnerships paid by September 1st will be showcased on our event page. ECHO Premier & Platinum Partnership will get image advertisement space. ECHO Red, Black & White partnerships will have logo placement on registration website.

### **ECHO Richmond Registration**

All exhibitors must register for conference. Registration will be at NO COST. Marketing Director will provide individual code for your company.

### **Hotel Registration**

Hotel reservations can be made on the [ECHO Richmond Marriott Downtown page](#). Link to be shared with the exhibitor. Rate of \$189 per night plus taxes and fees. All room reservations must be made by September 6th in order to receive group rate.

### **Attendance Contact Information**

ECHO Richmond attendees during online registration will have the option to opt-in or opt-out of sharing their contact information with exhibitors. Information shared will be name, email, job title and place of employment.

### **Questions**

Please direct all questions to ECHO Marketing Director, Ashley Chitty, [achitty@echoflightcrew.org](mailto:achitty@echoflightcrew.org)

**THANK YOU FOR YOUR ONGOING SUPPORT! -ECHO TEAM**