



## TABS CONFERENCE 2024

### **We're honored to have you participating in TABS Annual Conference! October 30 – November 2 • The Westin Washington, DC Downtown**

We're so glad to have your participation in this year's event. Your support not only makes this event possible but acknowledges the critical role companies like yours play in our community of schools.

The myriad ways you collaborate with TABS members undoubtedly enhances and improves our industry in tangible and meaningful ways. For that we thank you.

As we anticipate this year's event, there are details we want to make you aware of, which are contained in this document. If you have other specific questions not addressed here, please do not hesitate to ask.

I look forward to seeing you in October in our nation's capital!

Daniel Gentle, Associate Vice President for Sponsor Relations & Development  
TABS

#### **TABLE/BOOTH ASSIGNMENTS**

Table numbers have been selected during your company registration and will be assigned based on preference and availability. You can view the Exhibit Hall Map [here](#). If for some reason you have not been assigned a table and feel it was a mistake, please email me directly ([gentle@TABS.org](mailto:gentle@TABS.org)) at your earliest convenience.

#### **DISPLAY PARAMETERS**

Important: Only displays that meet the guidelines below will be permitted in the exhibit hall. 8x8 and 10x10 backdrops are only permissible with the purchase of an accompanying All-Star sponsorship, or by upgrading to a larger table location on the outer aisles of the exhibit hall.

#### **Exhibitor, Junior Varsity, and Varsity Team Sponsors**

You will be accorded one 6' x 30" table (36" tall). Chairs will be available if desired. Tabletop display height can be no higher than 5' (60") from the top of the table. TABS will allow **ONE** standard retractable roll-up banner stand no wider than 36" to be displayed on the floor behind your table or on **ONE** side of your assigned table. However, the banner or items on your table must not block the line of sight of your neighbor. No items other than the retractable banner stands can be placed on the floor around the table. **All other materials MUST FIT ON THE TOP OF THE TABLE.**

#### **All-Star Team**

You will be accorded a booth with dimensions 10' wide x 10' deep, with a maximum backwall height of 8', and maximum side wall height of 4'. Each booth will include one table 6' x 30" (36" tall) with chairs available if desired. Additional furniture may be reserved from Encore.

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A limited number of 10'x10' premium spaces that CAN accommodate a large display are available in the Exhibit Hall, and can be purchased on a first-come, first-served basis.

## ATTENDEE REGISTRATION

Each level of engagement includes a predetermined number of registrations to the Conference. **Registering attending representatives is a separate and distinct process from registering your company.** It is imperative we have the names and contact information for your attending representatives to ensure accuracy of badges, and to accommodate any food allergies. If you have not already done so, please have your attending representatives registered at their earliest convenience. Non-registered representatives will not be permitted in the exhibit mall.

To register your representatives, visit [TABS Community Portal](https://TABS.force.com) (TABS.force.com) to either register for, or login to, your account. Once logged in, click "Event Registration," then the "2023 Annual Conference" icon, then the "Register" button in the top right Note that the system will recognize your sponsorship level and waive fees associated with your allotted number of tickets.

## HOTEL INFORMATION

Information about the Conference Hotel can be found [here](#). We have contracted a special Conference rate, which is being held for attendees of our event until **October 7**. After this date it is possible the special rate will still be honored, but not guaranteed.

## SHIPPING AND AUDIO/VISUAL NEEDS

Please refer to the attachments for information on Shipping & Handling, Electrical, Internet and any AV needs.

## SCHEDULE

Please take note of the schedule below and refer to our [website](https://TABSconference.org) (TABSconference.org), for the full conference schedule and general information. Note that exhibitors and sponsors are welcomed and encouraged to attend opening events on Wednesday, October 30, and stay for the duration of the conference through Saturday.

<b>Exhibitor Set-up</b>	Thursday	9:00 am - 1:00 pm
<b>Exhibit Hall Open</b>	Thursday	1:45 pm - 6:00 pm
<b>Kickoff Reception in Exhibit Hall</b>	Thursday	5:15 pm – 6:45 pm
<b>Exhibit Hall Open</b>	Friday	7:30 am - 6:30 pm
<b>Reception &amp; Sponsor Sweep</b>	Friday	5:00 pm – 6:30 pm
<b>Exhibit Hall Breakdown</b>	Friday	6:30 pm – 7:00 pm



## TABS CONFERENCE 2024

### **ATTENDEE MAILING LIST**

We will be sending two attendee mailing lists (no email addresses) prior to the Conference. You can expect to receive the first mailing list the week of September 30. The second list will be sent just prior to the Conference.

### **TABS SPONSOR SWEEP! (Exhibit Hall Giveaway)**

Each attendee from a member school will receive a card at registration, which can be completed by visiting the tables or booths of participating sponsors. Once the card has been fully stamped, the card is eligible to enter the drawing. The drawing itself will be held on Friday during the Attendee Reception in the Exhibit Hall.

Each company who elects participation in TABS Sponsor Sweep as part of their sponsorship package will have their logo prominently displayed on the play card, and each participating attendee must visit each company to successfully complete their card and be eligible for the drawing. Participation is limited to nine companies.

These companies will have a predictable idea of how many attendees to expect at their table or booth over the duration of the two days in the exhibit hall. On average, we have between 200 and 300 participants. Please plan to staff your table or booth accordingly.

*Thank you, again, for your support of The Association of Boarding Schools and the members we serve!*

Daniel Gentle | [gentle@TABS.org](mailto:gentle@TABS.org)



# The Westin Washington DC Downtown

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of The Westin Washington DC.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **202.789.1015**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number) c/o  
FedEx Office at The Westin Washington DC Downtown  
999 Ninth Street NW  
Washington, DC, 20001  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
The Westin Washington DC  
999 Ninth Street NW Washington,  
DC 20001  
Phone: 202.789.1015  
Fax: 202.789.1439  
Email: usa5041@fedex.com

Operating Hours  
Mon – Fri: 8:00am-6:00pm  
Saturday: 8:00am-1 pm  
Sunday: Closed

## SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to The Westin Washington DC with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

## PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of The Westin Washington DC, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at The Westin Washington DC, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



# The Westin Washington DC Downtown

## 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.

## 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.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.75 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



# The Westin Washington DC Downtown Outbound Shipping Instructions for Events

## HOW TO SCHEDULE OUTBOUND SHIPPING

A FedEx Office Team Member can be made available at the meeting room listed below to assist and accept outbound packages. During this time, ample shipping supplies will be available to support all of your packaging and shipping needs.

Meeting Room: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

The FedEx Office Business Center can also accept packages during normal business hours. Packaging supplies (boxes, tape, cushioning, etc.) are available for purchase at the FedEx Office Business Center during the hours listed. Complimentary FedEx Express® shipping supplies and airbills are also available 24 hours a day.

### FedEx Office Guest Package Services

Hotel Ext: 3408

Phone: 202.962.0981

Fax: 202.962.0983

Email: [usa5041@fedex.com](mailto:usa5041@fedex.com)

Business Center Ext: 3430

Business Center Phone: 202.789.1015

Email: [usa5041@fedex.com](mailto:usa5041@fedex.com)

### Operating Hours Monday-

Friday: 8:00am - 6:00pm

Saturday: 8:00am - 1:00pm

Sunday: Closed

## Follow these 4 steps to expedite the processing of your package

1. Complete a Shipping Airbill Form and be sure to include the Credit Card or FedEx account number, as well as your personal or business return address and not the address of the hotel.  
Please note: Outbound handling fees are applied to all packages, regardless of carrier, and are assessed in addition to the shipping/transportation charges.
2. Ensure all of your packages are properly sealed.
3. Affix the carrier's airbill form to each outgoing package.
4. Take your package(s) to the FedEx Office processing area during the times listed above or to the FedEx Office Business Center during normal business hours.

Once you have completed the steps above, FedEx Office will process your package(s) into the FedEx Office Package Tracking System and securely store them until release to the carrier. Retain your tracking number(s) and you're all set! With FedEx Office Guest Package Services, it's that simple.

## OUTBOUND HANDLING FEES

PACKAGE WEIGHT	DROP OFF BY GUEST	PICKUP BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	No Charge	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.75 / lb. (\$150.00 Minimum)

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

# ENCORE EXHIBITOR SERVICES

NAME: Zyonna Baylor or Sha'Niesha Brown

EMAIL: [zyonaa.baylor@encoreglobal.com](mailto:zyonaa.baylor@encoreglobal.com) or [shaniesha.brown@encoreglobal.com](mailto:shaniesha.brown@encoreglobal.com)

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

**\*\*RATES ARE DAILY CHARGES UP TO 3 DAYS. \*\***

**\*\*LABOR IS \$150 PER HOUR (1 HOUR SET/ 1 HOUR STRIKE). 25% SERVICE CHARGE WILL BE ADDED AND TAXES WILL BE CHARGED\*\***

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

PROJECTION	QUANTITY	RATE
LCD PROJECTOR		\$870
TRIPOD SCREEN		\$130
25' HDMI CABLE		\$35

MONITOR	QUANTITY	RATE
32" MONITORTABLETOP		\$330
55" MONITOR		\$1,020
70" MONITOR		\$1,625
65" MONITOR		\$1,280

INTERNET	QUANTITY	RATE
SIMPLE WIFI CONNECTION		\$31
HARD LINE CONNECTION		\$155

POWER	QUANTITY	RATE
110V SINGLE PHASE - 5 AMP		\$70
110V SINGLE PHASE - 10 AMP		\$100
120V SINGLE PHASE – 20 AMP		\$165
POWER STRIP		\$24
25' EXTENSION CABLE		\$29

MISCELLANEOUS	QUANTITY	RATE
LAPTOP		\$315
FLIPCHART PACKAGE		\$103