

2020 NABH Annual Meeting

**EXPANDING ACCESS:  
Right Care. Right Setting. Right Time.**

**March 16–18, 2020**

## SHIPPING INFORMATION and Set-up/Take-down Information

***If you have a tabletop display*** (Chairman, President, and Executive Exhibitors), please be aware that no exhibit may extend beyond the width of your tabletop(s).

Chairman and President Exhibitors have two 6-foot tabletops (or 12'). Executive Exhibitors have one 6-foot tabletop. Tabletop exhibitors will receive table drapes and one chair. Displays that can be placed on top of – or behind– your table or tables are permitted.

**Each box** shipped to the hotel must be packaged properly with a mailing label addressed **exactly** this way:

**ATTN: Maria Merlie  
National Association for Behavioral Healthcare  
NABH Annual Meeting  
c/o Event Management/Alexis Kidd  
Mandarin Oriental Washington, DC  
1330 Maryland Avenue, SW  
Washington, DC 20024  
Your organization name and contact: \_\_\_\_\_**

**NOTE:** Boxes, packages, and display containers will be accepted no earlier than three days before the 2020 NABH Annual Meeting. **Shipments received before the three (3) days will be returned.**

Because the hotel has very limited storage facilities, a limit of ten (10) boxes weighing no more than 50 lbs. each per exhibitor can be shipped to the hotel for arrival three days before the meeting. For larger shipments, please check with the hotel's Event Management office. **Larger packages must arrive on the day of set-up, Monday, March 16.** The Mandarin Oriental reserves the right to refuse damaged packages or those exceeding the storage guidelines. The hotel assumes no liability for the condition of the contents of such packages.

Packages shipped out of the hotel after the meeting must be **prepaid, addressed, labeled,** and ready for mailing. You will be billed any direct shipping costs or hotel handling fees. If you need assistance, please see the hotel staff. Please remember to bring tape, mailing labels, and whatever else you will need for return mailing. **Federal Express Air picks up at the Mandarin Washington DC.** Please bring your *own shipping labels*. The Business Center charges for them. If you are shipping via Federal Express Air after the meeting, have your *shipment ready with the appropriate labels and the hotel will handle the pickup*. If you are shipping Federal Express Ground, Freight, or via any other carrier, *you are responsible for arranging the pickup* with that carrier and providing/placing the appropriate labels on your packages.

**Exhibit set-up times** are Monday, March 16, 6 p.m.- 9 p.m., and Tuesday, March 17, 7 a.m.- 8 a.m. Exhibits **must be completely ready no later than Tuesday, March 17 at 8 a.m.,** when guests begin arriving. **Take-down time** is Wednesday, March 18, at 10 a.m.

**CONTACT:** Maria Merlie at [maria@nabh.org](mailto:maria@nabh.org) or 202-393-6700, ext. 104