

2021
NABH ANNUAL MEETING

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

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 2021 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, Wednesday, Oct. 6.** 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 Wednesday, Oct. 6, 6 p.m.- 9 p.m., and Thursday, Oct. 7, 7 a.m.- 8 a.m. Exhibits **must be completely ready no later than Thursday, Oct. 7 at 8 a.m.,** when guests begin arriving. **Take-down time** is Friday, Oct. 8, at 10 a.m.

CONTACT: Maria Merlie at maria@nabh.org or 202-393-6700, ext. 104