

— AMERICANS FOR SAFE ACCESS PRESENTS —

WELLNESS IS WINNING



Advancing Evidence-Based
Medical Marijuana Policy

March 27-31, 2015 - Washington, D.C.

EXHIBITOR GUIDE

3rd Annual National Medical Cannabis Unity Conference

March 27 - 31, 2015 -- Washington, D.C.

Thank you for becoming an exhibitor for the 3rd Annual National Medical Cannabis Unity Conference. In this packet you will find information on our exhibit hall hours, exhibit location and shipping information. If you have any questions or concerns please contact Talana Lattimer at talana@safeaccessnow.org.

2015 EXHIBIT HALL DATES & HOURS

Exhibit Hall Hours

Saturday, March 28	8:00 a.m. – 5:00 p.m.
Sunday, March 29	9:00 a.m. – 5:30 p.m.
Monday, March 30	9:00 a.m. – 5:30 p.m.

Installation

Friday, March 27	5:00 p.m. – 11:00 p.m.
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Dismantling

Monday, March 30	6:00 p.m. – 11:00 p.m.
Tuesday, March 31	6:00 a.m. – 12:00 p.m.

UNITY CONFERENCE CONTACTS:

Talana Lattimer	202-368-4003 (mobile)
Communications Director	talana@safeaccessnow.org

Hilary McQuie	
Conference Organizer	conference@safeaccessnow.org





Dedicated Exhibit Hall Times

You should expect the largest crowds in the exhibit hall during these times:

Saturday: 8:00–9:00 a.m. (breakfast); 12:00–1:00 p.m. (lunch); 3:30–4:00 p.m. (refreshment break)

Sunday: 9:00–10:00 a.m. (breakfast); 1:00–2:00 p.m. (lunch); 3:30–4:00 p.m. (refreshment break)

Monday: 8:00–9:00 a.m. (breakfast); 12:00–1:00 p.m. (lunch); 2:30–3:00 p.m. (refreshment break)

Complimentary wireless access is available in the exhibit hall.

SHIPPING INFORMATION:

Shipping Address:

- Name of Vendor Onsite Contact (in-house or off-property). *Please share cellphone or direct line with Alex Vargas.
- Name of Meetings and dates of trade show.
- Attn: Alex Vargas(Conference Manager)
- Address: 1177 15th street NW Washington, D.C. 20005
- Box 1 of X STATED ON EACH BOX.



Loews Madison
1177 15th street NW Washington, D.C. 20005

Please Note:

- All tracking number must be shared via email with the conference services manager.
- All boxes can be delivered to the hotel 72 hours prior to the starting of the conference, March 27, 2015.

Shipping Fees:

- All boxes from 1 to 25 pounds will incur on a handling fee of \$5 per box.
- All boxes from 25 pounds and above will incur on a handling fee of \$50 per box for every 50 pounds.

* These fees are the responsibility of the vendor. If special arrangements are needed please contact Talana Lattimer.

- All vendors should send via e-mail a complete credit card authorization to Alex Vargas to cover all shipping handling fees.

Audio Visual:

- All vendor needs for any audiovisual please contact Roland Thompson, Director of PSAV, at 202-587-2627 or e-mail rthompson@loewshotels.com. This includes power and wireless internet as well.

LOEWS MADISON HOTEL CONTACTS:

Alex Vargas
Conference Manager

202-587-2692 (direct)
alex.vargas@loewshotels.com

Roland Thompson
A/V

202-587-2627 (direct)
rthompson@psav.com



LOEWS
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NASHVILLE

Credit Card Authorization Form for Group

I hereby authorize Loews Hotel to use this credit card as the method of payment for any **advanced deposits** as well as the **final payment** pertaining to my event.

Type of Credit Card (please circle)

American Express / Visa / Mastercard / Discover / JCB / Diner's Club

Card Number: _____ Exp Date: _____

Security Code: _____ (4 digits on front of AX, 3 digits above sig line on other cards)

Printed Name of Cardholder: _____

Address: _____

Telephone Number (Day): _____ (Evening): _____

Group Name: _____

Group Event Name (Post As): _____

Name of Hotel: Loews Annapolis Hotel

Arrival date: _____
(MM/DD/YY)

Departure date: _____
(MM/DD/YY)

Please complete this form in full and **fax to 202-587-2696**, along with a clear **copy of both sides of the credit card** to be charged and a copy of the cardholder's photo ID.

Please be advised that your credit card will be charged for any deposits on the scheduled date per contract.

Card Holder's Signature: _____ Date: _____



NationalMedicalCannabisUnityConference.org

