

Set-up/Tear-Down Times:

Set-up is at 6:30 AM on December 2nd, Please have your display ready to go no later than 8:00 AM!!

Tear-down is 2:30 PM on December 3rd, Please do not tear down before hand as this causes a distraction for other exhibitors trying to do business!!

What you'll get:

- 1-Skirted table
- 1-Electric Outlet (Extension cord and power strip NOT included)
- 2-Chairs
- 2-WiFi Connections (Not Secure)

Shipping your exhibit:

See label attached.

NCC will assist in the delivery of your display to your booth location. NCC will assist in shipping your display back at your cost!! These charges are NOT part of your booth or billable to AFCEA!! Please have your shipping documents prepared before hand. FedEx and UPS are available for shipping your materials back.

Booth number:

Exhibits are located in National Ballroom – B.
Your location will have your company name on it.

NCC Location:

The National Conference Center
18980 Upper Belmont Place
Leesburg, VA 20176
www.conferencecenter.com

Accommodations:

For information on hotel accommodations please click
<https://resweb.passkey.com/go/afcea19449>

Directions:

For driving directions click here.
http://www.conferencecenter.com/media/docs/pdf/NCC_Directions_and_Map.pdf

Parking:

Free daily parking is available adjacent to the Conference Center.

TO:

**The National Conference Center at Lansdowne
18980 Upper Belmont Place
Lansdowne, VA 20176**

**Formerly:
Xerox Document University Training and Conference Center
Rt. 7 & 659
Leesburg, VA 20176-0198**

Attention: Janice Fullerton

Location: **Yellow Storage**

Conference Name:

AFCEA

Reservation ID: 19449

Shipper/Recipient Name:

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