

GENERAL INFORMATION

Official Event Name:	SATELLITE 2021	
Event Website:	www.SATShow.com	
Show Dates:	Conference: Monday, March 15 – Thursday, March 18 Exhibit Hall: Tuesday, March 16 – Thursday, March 18 (BACK TO ORIGINAL PATTERN)	
Event Venue:	Walter E Washington Convention Center, Washington DC	
Hotel Reservations:	Hotel reservations can be made through MCI, the official housing company for SATELLITE. To view the complete list of available hotels and to make your reservation, visit https://www.mcisemi.com/satellite2021/index.cfm	
Move-In Hours:	Thursday, March 11: Friday, March 12: Saturday, March 13: Sunday, March 14: Monday, March 15:	1 p.m. – 5 p.m. (600 sq. ft.+) 8 a.m. – 5 p.m. 8 a.m. – 5 p.m. 8 a.m. – 5 p.m. 8 a.m. – 5 p.m.
Exhibit Hall Hours:	Tuesday, March 16: Wednesday, March 17: Thursday, March 18:	10 a.m. – 5:45 p.m. 9 a.m. – 6 p.m. 9 a.m. – 1 p.m.
Move-Out Hours:	Thursday, March 18: Friday, March 19:	1 p.m. – 9 p.m. 8 a.m. – 5 p.m.
Official General Services Contractor:	Freeman Phone: (301) 918-7975 / E-mail: FreemanWashingtonES@freeman.com	
Freeman Advance Order Deadline:	TBD – Will be provided with the service kit that will be available September 2020	
Shipping Information – Warehouse <i>They will begin accepting shipments in February, exact dates will be provided with the service kit.</i>	Exhibiting Company Name / Booth # SATELLITE 2021 c/o FREEMAN 9900 Business Parkway Lanham, MD 20706	
Shipping Information – Show Site <i>Accepting shipments beginning on Friday, March 11. Anything sent earlier will be REFUSED by the venue.</i>	Exhibiting Company Name / Booth # SATELLITE 2021 c/o FREEMAN Walter E. Washington Convention Center 801 Mount Vernon Place NW Washington, DC 20001	
Booth Carpeting:	The exhibit hall is not carpeted and exhibitors are required to provide floor covering.	
Maximum Height Allowance:	Inline (Linear) Booths: 8' on the back wall Split Island Booths: 25' on the back wall <i>See display guidelines for exact specifications.</i>	Perimeter Booths: 12' on the back wall Island Booths: 25'

SHOW MANAGEMENT CONTACT INFORMATION

<p><u>Exhibits & Sponsorship</u> Michael Cassinelli Sales Director Phone: (301) 354-1691 mcassinelli@accessintel.com</p>	<p><u>Conference</u> Jeff Hill Conference Chairman Phone: (856) 547-0967 jhill@accessintel.com</p>	<p><u>Operations/Exhibitor Support</u> Jessica Davis, CEM, CMP Operations Director Phone: (301) 354-1667 jcdavis@accessintel.com</p>
<p><u>Billing Related Questions</u> Janet Baker Accounts Receivable Phone: (301) 354-1456 jcdavis@accessintel.com</p>	<p><u>Conference</u> Mark Holmes Director, Strategic Content Phone: +44 1763-260638 mholmes@accessintel.com</p>	<p><u>Operations/Sponsor Fulfillment</u> Ashlyn Geoffrey Sr. Operations Coordinator Phone: (301) 354-1663 ageoffrey@accessintel.com</p>
<p><u>Marketing</u> Jim Cooney Marketing Director Phone: (301) 354-1753 jcooney@accessintel.com</p>	<p><u>Marketing</u> Tracy Le Asst. Marketing Manager Phone: (713) 343-1875 tle@accessintel.com</p>	<p><u>Registration</u> Melissa Helms Registration Administrator Phone: (713) 343-1883 mhelms@accessintel.com</p>

OFFICIAL SERVICE PROVIDERS FOR SATELLITE

Vendor	Services Provided	Exclusive
Agility Event Logistics	International Shipping & Customs Broker	No
Aramark	Catering	Yes
CDS	Lead Retrieval	No
CES	Booth Security	No
Freeman	General Services Contractor	No; If bringing in an outside company to provide the same services you will need to complete the EAC Form. This does not apply to the services that are exclusive to Freeman however.
Freeman	Material Handling	Yes
Freeman	Rigging	Yes
Hi-Tech Electrical Services	Electric & Rigging - Truss	Yes
SmartCity Networks	Internet & Telephone	Yes
Urban Jungle	Floral/Plants	No
MCI	Housing	Yes

SOLICITATIONS WARNING-UNAUTHORIZED SERVICES

Unfortunately, exhibitors are periodically contacted by non-official contractors to offer them “better deals” on items and services at SATELLITE. Please know that SATELLITE only contracts with and endorses the Official Service Contractors listed in the Exhibitor Services Manual.

SATELLITE OFFICIAL VENDORS

- Hotel Reservations: MCI *
- Booth Furnishings/Carpet: Freeman
- Install/Dismantle: Freeman
- Internet: SmartCity*
- Lead Retrieval: CDS
- AV: Freeman AV
- Shipping: Freeman
- Electric: Hi-Tech Electric*
- Booth Catering: Centerplate*
- Rigging: Freeman/Hi-Tech if Truss is Needed*

*Exclusive, no other company will be permitted to perform these services.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

If you choose to use a non-official contractor they must register in advance with SATELLITE as an Exhibitor-Appointed Contractor (see the EAC Form and Guidelines). All show rules and regulations must be followed and proof of insurance is required prior to being allowed on show floor.

HOUSING/HOTELS/TRAVEL AGENCIES

SATELLITE has worked directly with MCI to offer a variety of hotel options for our attendees and exhibitors at SATELLITE. Reservations should be made directly with them [online](#) or by calling MCI at (866) 268-0195 or (972) 349-5433. Please be vigilant if approached by any company that implies or claims to be an official housing provider of SATELLITE. We have been made aware of housing companies or travel agencies that may be aggressively pursuing you, or your company, to book your guest rooms through their company at supposedly significant discounts.

ATTENDEE LISTS

SATELLITE does not make the attendee list available to anyone due to privacy concerns of our attendees. Any company reaching out to you to purchase the attendee list is not a legitimate company and you will not be getting the official attendee list of the conference. See sample e-mail with pointers on how to recognize a scam e-mail with you receive one.

EXHIBITOR SCAM WARNINGS

Beware of marketing offers from Construct Data (The Fair Guide) and similar companies – the offers look official and the invoices appear legitimate, but they are not. Construct Data Verlag AG of Austria, Commercial Online Manuals S de RL de CV of Mexico and similar companies target U.S. tradeshow exhibitors. They offer advertising space on The Fair Guide and/or Expo Guide websites, using a form which resembles an organizer’s free catalog listing service, inviting exhibitors to sign and return the form for an entry in an on-line directory. The companies typically make it appear they received your information from SATELLITE and that there is a connection between their “Guide” and SATELLITE. However, exhibitors who sign and return the form are then bound to a non-terminable agreement at significant cost for a period of at least three years and automatically renewing thereafter at the same cost, unless canceled by registered letter within the appropriate period.

EXHIBITOR SHOW SCHEDULE

Move-In Hours:

Thursday, March 11	1 p.m. – 5 p.m. (600 sq. ft. +)
Friday, March 12	8 a.m. – 5 p.m.
Saturday, March 13	8 a.m. – 5 p.m.
Sunday, March 14	8 a.m. – 5 p.m.
Monday, March 15	8 a.m. – 5 p.m.

**All exhibits must be fully installed by Monday, March 15 at 5 p.m.*

Please note that some of the move-in days are over a weekend and Overtime (OT) rates will apply for labor, material handling and applicable services. Any freight delivered to the warehouse or show site over a weekend will also be assessed an overtime fee.

Standard Time (ST) is Monday – Friday from 8 a.m. – 4:30 p.m.

Exhibition Hours:

Tuesday, March 16	10 a.m. – 5:45 p.m.
Wednesday, March 17	9 a.m. – 6 p.m.
Thursday, March 18	9 a.m. – 1 p.m.

SATELLITE Conference Hours:

Monday, March 15	9:30 a.m. – 5 p.m.
Tuesday, March 16	8:30 a.m. – 5:15 p.m.
Wednesday, March 17	9:30 a.m. – 5 p.m.
Thursday, March 18	9 a.m. – 12:30 p.m.

Move-Out Hours:

Thursday, March 18	1 p.m. – 9 p.m.
Friday, March 19 (All carriers must be checked in by 10 a.m.)	8 a.m. – 5 p.m.

NO EARLY TEARDOWN WILL BE PERMITTED

Per the exhibit contract all booths must remain up until 1 p.m. on Thursday, March 18. If you have to leave the show early then arrangements will need to be made to have your booth remain up until the close of the show. If alternative arrangements aren't made, Freeman will dismantle the booth and ship it back to you at your own expense. Please make sure all booth personnel are aware of this rule. Hall security has been informed not to allow any freight to be removed from the show floor during show hours.

HOTEL AND TRAVEL INFORMATION

Hotel Information:

SATELLITE has worked directly with **MCI**, the official housing partner for SATELLITE to offer a variety of hotel options for our attendees and exhibitors. Reservations should be made directly with them [online](#) or by calling MCI at (866) 268-0195 or (972) 349-5433.

****BEWARE OF ADVERTISING OFFERS THAT CLAIM TO PROVIDE ACCESS TO THE SATELLITE HOTEL BLOCK****

We have been made aware that certain companies are targeting our exhibitors offering them hotel rooms. These groups are in no way affiliated with SATELLITE and any representation otherwise is false. Beware of their claims of having access to hotel rooms in the official SATELLITE room block. You will only receive information directly from SATELLITE and/or MCI regarding any legitimate housing updates.

Airports:

There are three major airports serving the Washington DC region:

Washington National Airport (DCA): Approximately 8 miles from the center

Washington Dulles Airport (IAD): Approximately 35 miles west of the center

BWI Thurgood Marshall Airport (BWI): Approximately 42 miles north of the center

Driving/Parking:

The Walter E Washington Convention Center is located between 7th and 9th Streets and N Street and Mt. Vernon Place in downtown DC, right across from the Carnegie Library at Mt. Vernon Square.

Walter E. Washington Convention Center

801 Mt. Vernon Place NW

Washington, DC 20001

[Click here](#) for detailed driving directions.

Parking:

There are over 3000 parking spaces in a three block radius of the facility. These spaces are available on a first come, first serve basis. Download the [parking map \(pdf\)](#).

The convention center has partnered with [Parking Panda](#), to allow visitors to purchase guaranteed parking for events. [View real-time availability and pricing](#) at many convenient locations nearby. Once purchased, parking is 100% guaranteed even if the location otherwise fills up. Simply present your purchase confirmation at the selected location, and this serves as your payment with no additional payments or fees ever. Parking availability is very limited, so it is strongly recommended that you [purchase your parking](#) in advance, if driving.

[Download the FREE Parking Panda App](#) to search and book parking on-the-go!

Public Transit:

Yellow/Green line: Mt Vernon Sq/7th St-Convention Center

Download the [Metro Map \(pdf\)](#), visit [wmata.com](#) for schedule/fares.