

SOLUTIONS.SHOWCASE

JULY 18, 2026

At the Salamander DC (1330 Maryland Ave SW, Washington DC 20024 | p: 855.726.4545)

TABLETOP DISPLAY SPECIFICATIONS

Your tabletop display includes:

- 6-ft table (tablecloth and skirted), 2 chairs
- Pre-conference attendee list (1x use, subject to usage guidelines)

ELECTRICITY, A/V ORDER FORM (BY JULY 10)

Electricity is NOT included but available to purchase directly from the hotel, based on available hotel options.

If you require electricity for your tabletop display, please complete the online Inspire order form and coordinate your needs directly with the hotel.

INSPIRE ORDER FORM COMING SOON

- Inspire | Audio Visual Solutions | Order Online

SETUP AND CLEANUP AGENDA

Setup	Saturday, July 18, 2:30 pm – 3:30 pm <i>Setup must be completed by 3:30 pm</i>
Solutions.Showcase Reception	4:30 pm – 6:00 pm
Cleanup*	Saturday, July 18 by 9:00 pm <i>All materials must be removed by this time</i>

***Cleanup:**

- All materials must be dismantled or removed by 9pm on Saturday, July 18.
- **Shipping Note:** Boxes may be left in the ballroom for shipping, but require a pre-fixed shipping label and a scheduled carrier pickup to be left in the ballroom for hotel to deliver to the loading dock for carrier pickup.
- **Note:** There is no security provided in the Gallery Ballroom.

TABLETOP DISPLAY ASSIGNMENT

The Solutions.Showcase Reception will be held in the Gallery Ballroom. Your table for display setup will be indicated with a sign at your table.

The Solutions.Showcase Reception room diagram with your tabletop display location will be shared by June 11.

To accommodate additional partners, UCA reserves the right to rearrange the floor plan/assigned tablespots as necessary.

TABLETOP HANDOUTS OR GIVEAWAYS

Small tokens and/or handouts may be distributed from booths without prior approval. No food for consumption, refreshments or beverages may be distributed at the booth.

SHIPPING INFORMATION (BY JULY 15 – 17)

Plan to ship directly to the hotel according to the [Shipping Instructions](#). Packages should arrive 48 hours prior to the event date to avoid additional storage fees or return to sender.

- **To Ship to Salamander DC hotel – Form Required:** [Shipping Form – 2026 Assembly Event](#)
- **Advanced payment authorization required** (authorization link sent by hotel upon completing above form)
- [View Shipping Instructions and Pricing](#)

PRE-EVENT DELIVERY REQUIREMENTS:

- See [Shipping Instructions](#) for details
- **Form requirement** – [Shipping Form – 2026 Assembly Event](#)
- **Form requirement** - *Credit card prior authorization* (will be sent upon submission of above form)
- Package handling fees apply (see [Shipping Instructions](#) and [Shipping Form – 2026 Assembly Event](#))

AFTER-EVENT RETURN SHIPPING:

- See [Shipping Instructions: Upon Your Departure](#) for details
- Prepared outbound boxes may be left at Solutions.Showcase reception table-top
 - Salamander Banquet Team will ensure packages are dropped at the loading dock
- **Required:** Shipping label must be affixed to packages and carrier pick-up scheduled



SALAMANDER

WASHINGTON DC

Salamander Washington, D.C. Package Shipping Instructions

PREPARING YOUR SHIPMENT:

All event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment to arrive no more than **48 hours** prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s).

Shipments are only held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees.

PACKAGE LABELING:

ATTENTION:
Group Name:
Group Arrival Date:
Salamander DC, Washington DC
Receiving Department
1330 Maryland Ave., SW, Washington, DC 20024
Event Manager:
Number of Boxes:

UPON YOUR ARRIVAL:

Packages or materials of excessive weight or value must be approved for receipt by the Hotel. Package handling fees are currently \$15 per box and \$250 per pallet or crate. Shipping and receiving hours are 7:00 am - 6:00 pm, Monday through Friday. Any boxes shipped on Saturday or Sunday must be arranged in advance and your Event or Catering Manager must be notified. All Package handling fees are subject to change.

PACKAGE STORAGE:

The Hotel does not have special storage for boxes and packages that arrive prior to 48 hours of the date of the first function and packages arriving prior to that time may be refused and returned to the sender. If storage space is available, the storage fees will be an additional \$15 per box per day and an additional \$250 per pallet or crate per day. These charges will be applied for any shipment received prior to 48 hours of the first functions.

This storage fee will also apply to each empty package container or case (including those of outside Audio Visual and Production companies) stored during this function. The Hotel is not in any way liable for the contents of these packages.

OFF-PROPERTY STORAGE:

For any shipments being sent **48 hours** prior to the start of your program, a private drayage company or off-premise storage and transportation may be required at the client's expense. For off-premise storage, the below company may be contacted. The Hotel will not be liable for any items lost or damaged during storage, shipping or handling. It is the sole responsibility of the group to arrange all storage and movement.

Collins Brothers Worldwide

Brad Jones

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UPON YOUR DEPARTURE:

All outbound packages must have a completed carrier air bill affixed to each package. Outbound packages to be picked up by a third-party courier should be coordinated in advance with the courier company. The Hotel is not responsible for arranging pick-up or storage of outgoing packages. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fee levied by the courier service. Package handling fees are currently \$15 per box and \$250 per pallet or crate.

The Hotel is not responsible for any outgoing packages. It is the groups responsibility to complete and affix all shipping labels to outgoing packages.

Below is the schedule for package shipments:

FedEx:

- AIR-Monday-Friday pickups. Weekend pick up must be scheduled. All pickups must be scheduled.
- GROUND-MUST CALL and schedule pick up. There is no weekend pick up.
- FRIEGHT -MUST CALL and schedule pick up.

Cut-off time for same day pick up is 2:00 p.m. and last pick up is 7:00 p.m.

UPS:

- Any style -MUST CALL and schedule pick up.

Cut off time for same day pick up is 5:00 p.m. and last pick up is 8:00 p.m.

Other Shipping Agents:

- Any style -MUST CALL and schedule pick up.

Courier:

- MUST CALL and schedule pick up. The Courier must be informed of what they are picking up. Event or Catering Manager must be notified of delivery and pick-up time.

VENDOR/EXHIBITOR

Each vendor must **complete the 'Sponsor Boxes - 2026' form** with their information, including a valid email address.

For any packages to be delivered from vendors or exhibitors, it is **required for the vendor to submit a credit card authorization form for payment in advance of arrival**. The Salamander Hotel will send a Celopay link upon submission of the 'Sponsor Boxes - 2026' form.

Any vendor or exhibitor delivery attempts without a method of payment on file will not be delivered. Package may be returned to sender as noted above. Any fees incurred by UCA on behalf of the vendor will be invoiced to the vendor for immediate payment.

AJJ fees listed are applicable to both the Belhnen and Banquet Box Handling