



IMPORTANT INFORMATION FOR EXHIBITORS

Please review the following details prior to your arrival at MGM National Harbor.

CHEK-IN/CHECK-OUT

- Please note, hotel check-in time is 3:00PM and check-out time is 11:00AM. **Luggage storage will be available on Monday and Wednesday – details will be at the hotel front desk.** For any questions related to the conference that may arise throughout the event, please stop by the registration desk. Questions or concerns related to your reservation, hotel services and other hotel-related inquiries, please see the hotel's front desk.

ADDRESS

- Use this address for your GPS or driver's directions:

MGM National Harbor
101 National Ave
Oxon Hill, MD
20745

PARKING

- MGM National Harbor has two separate Valet arrival areas, each features designated guest drop-off locations.
 - One Valet for hotel guests leads directly to the hotel check-in area. Use this area if you are valet parking for the conference.
 - A separate Valet area is offered for the convenience of casino, restaurant and theater guests.
- Valet parking rates are \$25 for up to 12 hours and \$45 for 12-24 hours. Registered hotel guests will enjoy in and out privileges during their stay.
- **Self-parking is complimentary and can be accessed at any of the five entrance points available on both the north and south sides of the resort.** Self-parking areas have a gate-less entry system and do not require a ticket to enter or exit. MGM National Harbor has worked with Uber to provide convenient ride-sharing services with a designated pick-up and drop-off area on the hotel drive.
- Airport/Amtrak/SuperShuttle information can be found [here](#).

[HOTEL PARKING MAP](#)

DOWNLOAD THE APP

- Have you downloaded the Sharing Conference event app to your phone? On your phone's app store, download the CrowdCompass **"AttendeeHub"**. Within the AttendeeHub, search for the **"2018 Sharing Conference"** and download! This year's app is as private as you'd like it to be. You do not need to create a profile to access any part of the app. However some features will require you to sign in, such as building a virtual schedule or posting to the Event Feed. If you have questions while using the app on-site, stop by the Registration Desk.
- When posting to Twitter or Instagram during the conference, be sure to use the hashtag, **#Sharing2018**, to appear on the conference's SocialWall!

[APP STORE LINK](#)

DRESS DOWN FOR CHARITY DAY

- Wednesday will be our Dress Down for Charity Day. Attendees and Exhibitors are encouraged to "Dress Down" and donate \$10 to this year's charity, Capital Area Food Bank – please bring monetary donations to the Registration Desk. Business casual dress is expected of attendees and exhibitors on Monday and Tuesday.

[DRESS DOWN DAY INFO](#)

MONDAY, OCTOBER 15

9:00AM - 9:30AM | Mandatory Exhibitor Meeting. One representative from each vendor company must attend. All are welcome.

10:00AM - 4:00PM | The Exhibit Hall is open for booth setup.

1:30PM - 6:15PM | Workshops and the OIG Keynote Address will be held all afternoon, with two breaks near the Exhibit Hall.

4:00PM - 6:15PM | Exhibit Hall set-up ends promptly at 4:00PM. The Exhibit Hall will be closed for clean up and set up for the Meet and Greet Reception.

6:15PM - 7:30PM | Exhibit Hall officially opens with a Meet and Greet for all registered conference attendees and exhibitors.

7:30PM - 10:00PM | Welcome Reception/Dinner/Networking for all registered conference attendees and exhibitors.

TUESDAY, OCTOBER 16

7:30AM - 8:30AM | Breakfast in the Exhibit Hall

8:30AM - 5:15PM | Workshops and General Sessions will be held all day, with a morning and afternoon refreshment break, and lunch. Someone from the Vendor Team will come around and confirm your Booth Support prize donation. You can still decide to donate a prize while you're on-site. You will keep your donated prize until the drawing on Wednesday when we will pick the winner from your booth.

5:30PM | Vendor Representative sign-up sheets are due at the Registration Desk. *Free evening – enjoy networking with your colleagues!*

WEDNESDAY, OCTOBER 17

7:30AM - 8:30AM | Breakfast in the Exhibit Hall

8:30AM - 12:00PM | Vendor Representative voting will take place at the conference Registration Desk

8:30AM - 1:00PM | FDA General Session, Workshops and Speed Learning Sessions with a refreshment break in the exhibit hall at 9:45AM.

1:00PM - 3:00PM | Extended lunch break. Booth Support Raffle prize winners will be selected.

3:00PM | Exhibit Hall breakdown.

[ADDITIONAL IMPORTANT INFO](#)

Any questions? Send an email to: mail@sharingalliance.org

Thanks, and we'll see you soon!

Brought to you by the not-for-profit PDMA Alliance Inc. d/b/a



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To ensure that you continue to receive news and communications about the Sharing Conference, please add mail@sharingalliance.org to your email program's safe sender list.

