



IMPORTANT INFORMATION FOR EXHIBITORS

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

CHECK-IN/CHECK-OUT

- Please note, hotel check-in time is 3:00PM and check-out time is 11:00AM. **When you arrive, your luggage may be stored at the bell station if your room is not ready. On Thursday you may also leave your luggage at the bell station after you check out so you don't need to request a late departure.**
- For any questions related to the conference that may arise throughout the event, please stop by the Sharing Alliance 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

- 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.
- Valet parking rate is \$35 a day. Registered hotel guests will enjoy in and out privileges during their stay. 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.
- 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.

DRESS CODE

- The expected dress code for attendees is business casual attire.

MONDAY, MAY 16

2:00pm to 5:00pm – Booth setup - All booths must be completely set up on Monday by 5:00pm.

5:00pm to 6:00pm – Vendor Meeting/Cocktail Party on the Terrace outside of the Grand Ballroom. All registered vendors are invited to attend our exhibitor meeting and cocktail party with the Sharing Alliance board. This is our one opportunity each year for the vendor community to gather in-person.

TUESDAY, MAY 17

10:30am to 11:45am – Welcome and Keynote General Session - Vendors are invited and encouraged to attend all General Sessions, Workshops, and Open Forums throughout the entire conference.

11:45am to 1:00pm – Meet & Greet Lunch – Exhibit Hall Opens

1:00pm to 4:45pm – Workshops with a Break in Exhibit Hall

4:45pm to 5:30pm – First Time Attendee Reception - whether you are new to the conference or returning after an absence, vendors are invited to this first time attendee event, too.

Free Evening

After Dinner – Open Forum: 30 Years of Alliance Memories

WEDNESDAY, MAY 18

7:00am to 7:30am – Open Forum & Coffee in Alliance booth

7:30am to 8:30am – Breakfast/Exhibit Hall

8:30am to 4:30pm – General Session & Workshops with Lunch & Breaks in the Hall

5:30pm to 6:30pm – Cocktail Hour and Open Forum in Alliance booth

6:30pm to 10:00pm – Alliance Sponsored Dinner/Networking

THURSDAY, MAY 19

7:30am to 8:00am – Open Forum & Coffee in the Alliance booth

8:00am to 9:00am – Breakfast/Exhibit Hall

9:00am to 12:30pm – General Sessions and Workshops with a Break in the Hall

12:30pm to 2:00pm – Lunch and Exhibit Hall Raffle

2:00pm to 7:00pm – Exhibit Hall Breakdown and Move Out

BOOTH SUPPORT PROGRAM (Exhibit Hall Raffle)

- This program is designed to help bring attendees to vendor booths by allowing pharmaceutical attendees to win great prizes donated by exhibitors. Specifically, attendees must visit 18 vendor booths and have their entry form initialed to be entered in the raffle. This year, names will be drawn at the participating booths. Vendors will keep their prizes in their booths until the drawing on Thursday. Also, winners must be present to win. The Alliance Board is grateful to vendors who agreed to donate prizes in support of this program.

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. dba:



www.sharingalliance.org • mail@sharingalliance.org

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.