



Exhibitor Bus Access to Washington Convention Center

For exhibiting companies arranging their own shuttle bus or limousine transportation to the Convention Center, the following rules apply:

- Use of private buses and limousines must be coordinated in advance through Exhibit Management. Please direct all questions or requests for transportation access to Tony Maiorino, phone 201-653-4777, ext. 22, fax 201-653-5705, or via email to tonym@scherago.com.
- Private shuttle bus/limo transportation is authorized for company employees only—**exhibitors cannot take Annual Meeting or Clinical Lab Expo attendees offsite during the Meeting and Expo.** An exhibitor badge or special Visiting Company Employee sticker (VCE) must be worn while on convention center premises.
- Buses may drop off before 9:00am and pickup between noon and 2:00pm, and again after 5:00pm. Buses cannot drop off or pickup, July 29-31, between 9:00am and noon or between 2:00pm and 5:00pm.
- Buses cannot stand and wait at the convention center. There is limited space available so each vehicle will be permitted only 15 minutes for passengers to board or disembark. Slots will be assigned on a first-come, first-served basis.
- An authorization placard will be provided for each approved vehicle and must be displayed in the front window.

Police officers will enforce these rules. Shuttles and other vehicles must comply with these rules or they will be denied access to the facility and other serious sanctions may apply.

Special transportation services are available through The Convention Store, Inc., one of our official supplier-partners. You can find information on The Convention Store, Inc. in the Exhibitor Service Manual or email Elaine Curl at ecurl@theconventionstore.com.

Please complete the information below and fax or email back to Tony Maiorino (fax 201-653-5705, or via email as tonym@scherago.com). A separate form is required for each vehicle, each day.

Person Completing Form	_____
Phone and Email Address	_____
Exhibiting Company	_____
Booth Number	_____
Date of Shuttle Use	_____
Drop Off Time	_____
Pickup Time	_____
Number of Employees	_____
Bus Company & Contact Information	_____ _____

Please photocopy if additional pages are needed for more than one vehicle or more than one day.