



## Greenberg Shows - A Division of Train Show Incorporated

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Facebook: [www.Facebook.com/GreenbergShows](http://www.Facebook.com/GreenbergShows)

Exhibitor Resources: [GreenbergShows.com/ExhibitorArea](http://GreenbergShows.com/ExhibitorArea)

## Exhibitor Information for the Chantilly, VA Show - August 26th-27th, 2017 Dulles Expo Center (North Hall) – 4320 Chantilly Shopping Center, Chantilly, VA 20153

**Set-up Hours:** Friday 9:00am-7:30pm, Saturday 7:30am-9:00am, Sunday 9:00am-10:00am

*Limited drive-in access is available Friday 9am-noon and Sunday night starting around 6:00pm. Drive-in is limited to 2-3 vehicles at a time and only at the back of the hall. Vehicles must be unloaded and removed from hall before merchandise is taken to tables. See below for a diagram outlining the procedure to be used.*

**Show Hours:** Saturday & Sunday 10:00am to 4:00pm

**Move-out Hours:** Sunday 4:00pm-8:00pm – All exhibitors and material must be out by 9:00pm

**Sales Tax:** at this writing was 6%, contact them at (804) 367-8037, web: [www.tax.virginia.gov/](http://www.tax.virginia.gov/)

**Table Payments:** If you requested your tables be charged to a credit card, it has been processed. If you guaranteed your tables to a credit card, please pay the show manager by 10:00am Sunday morning via cash or check to avoid late fees.

**On Site Show Management:** Joe Ellenbecker

### Reminders:

- Please make sure you and your staff wear exhibitor badges during all set up and show hours.
- Please make sure you bring table covers; they are required. If you do not bring your own, you will be required to purchase them at the show for \$5 each.
- Please, if you have any questions at the show ask one of the managers. We are here to help you.
- If you normally utilize a battery pack as part of your set-up, you MUST call the Greenberg office prior to the show and make arrangements to avoid being charged \$95 for an electric drop

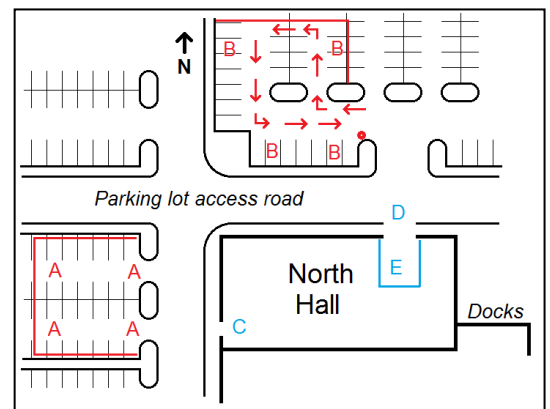
### Exhibitor Move-in Information

Please examine the map at right indicating move-in options.

**For carting in:** sections (A) and (B) indicate parking areas for loading into the facility from the parking lot. The north lot (B) will be available for exhibitor use all weekend. The front of the main lot (section A) will be roped off on Friday for move-in. Exhibitors are free to park in this area Saturday and Sunday for move-in and move-out as well. Roll-up doors are located at (C) and (D). Access doors at the corner of the building may not be used for carting in.

**For driving in:** there will be limited drive-in Friday 9am-noon and Sunday starting around 6:00pm through the rear roll-up door (D).

Vehicles waiting to drive in on Friday must line up in section (B) of the north lot as indicated by the arrows. Drive-in will be limited to 2-3 vehicles at a time and confined to an area just inside the roll-up door about 25' wide and 40' deep (section E on the map). You will not be able to unload from your vehicle directly to your table. If you drive in to unload, you will need to drop merchandise next to your vehicle at (E); then move your vehicle out of the building; then move your merchandise to your tables. Sunday night, you will need to have all of your merchandise staged at (E) on the map before you may bring your vehicle into the building. Greenberg will be hiring laborers on Friday morning and Sunday evening to assist with loading/unloading vehicles.



## Directions to the Dulles Expo Center:

### From Washington D.C.

Traveling west on Constitution Avenue, follow signs to I-66 West to Virginia.

Remain on I-66 West for approximately 25 miles.

Take exit 53B, Route 28 North (Dulles Airport).

Drive 3 miles North on Route 28.

Exit at Willard Road

Turn Right on Willard Road, left into Chantilly Shopping Center.

### From Baltimore

Take I-95 South to I-495 (Washington D.C. Beltway) West.

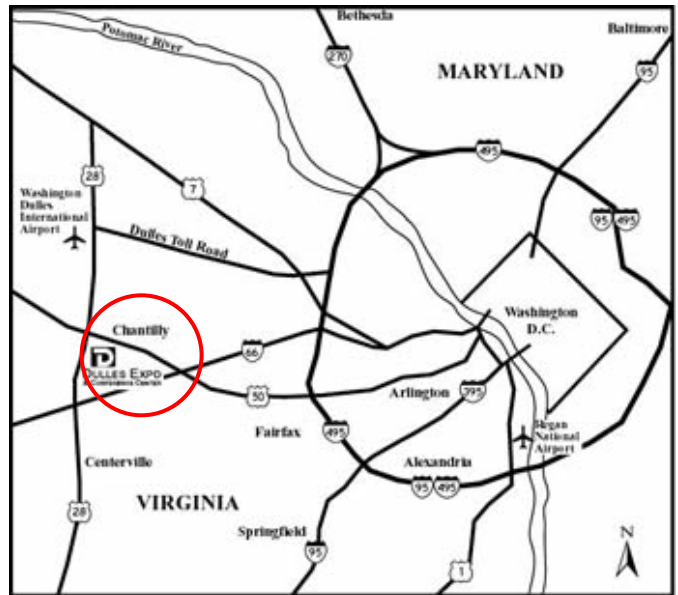
Take Exit 45A, Route 267 West (Dulles Toll Road) for 11 miles.

Take Exit 9A, Route 28 South (Sully Road).

Continue on Route 28 South for approximately 6 miles.

Just past Route 50, exit at Willard Road. Turn Left at top of ramp.

Turn left into Chantilly Shopping Center.



## **Follow signs to Dulles Expo & Conference Center.**

## **Sales Tax and Hotel Information by Show Location**

Listed below is a directory of state sales tax departments. Please contact them directly for information concerning your obligations as a vendor.

Hotel reservations are the responsibility of all dealers/exhibitors. We list 800 numbers if they are available. Many hotels offer special weekend rates that can only be obtained on an individual basis. You may mention Greenberg Shows when you make your reservation, some hotels offer reduced rates in conjunction with a show. All dealers/exhibitors are responsible for calling, negotiating the best rate and making their own reservations.

**Chantilly, VA: Dulles Expo Center: County & Tax Rate: Fairfax, 6%, Phone: (804) 367-8037; Web Site: [www.tax.virginia.gov](http://www.tax.virginia.gov)** Hotels: TownePlace Suites (\$61\* per night when you mention **Greenberg Train Show**), 703-709-0453; Courtyard (\$72\* per night when you mention **Greenberg Train Show**), 703-709-7100; Residence Inn (\$89\* per night when you mention **Greenberg Train Show**), 703-263-7900

**Edison, NJ: NJ Convention & Expo Center: County & Tax Rate: Middlesex, 7%, Phone: (609) 826-4400 Web site: [www.state.nj.us/njbgs/](http://www.state.nj.us/njbgs/)** Hotels: Comfort Inn & Suites (\$59\* including breakfast when you mention **Greenberg Train Show**), 732-563-1600; Doubletree Hotel, 732-469-2600; Holiday Inn, 732-356-1700; Courtyard Marriott, 732-271-4555; Crowne Plaza, 732-560-0500

**Hampton, VA: Hampton Roads Convention Center: County & Tax Rate: City-Hampton, 6% Phone: (804) 367-8037, Web site: [www.tax.virginia.gov](http://www.tax.virginia.gov)** Hotels: Embassy Suites, 757-827-8200; Holiday Inn Express, 757-838-8484; Courtyard, 757-838-3300; Hilton Garden Inn, 757-310-6323; Candlewood Suites, 757-766-8976

**Lebanon, PA: Lebanon Valley Expo Center: County & Tax Rate: Lebanon, 6% Phone: (717) 783-1405, Web site: [www.revenue.state.pa.us/](http://www.revenue.state.pa.us/)** Hotels: Holiday Inn Express, 877-859-5095; Hampton Inn, 855-605-0317; Courtyard Hershey, 844-636-4372; Hampton Inn Manheim, 855-605-0317

**Monroeville, PA: Monroeville Convention Center: County & Tax Rate: Allegheny, 7% Phone: (412) 565-7540, Web site: [www.revenue.state.pa.us/](http://www.revenue.state.pa.us/)** Hotels: Holiday Inn, 412-372-1022 (\$90 including breakfast when you mention group code CPT); Hampton Inn, 412-380-4000; Days Inn, 412-856-1610; Double, 412-373-7300; Red Roof Inn, 412-856-4738; Comfort Inn, 412-349-1622

**Timonium, MD: Maryland State Fairgrounds: County & Tax Rate: Baltimore, 6%, Phone: (410) 767-1543, Web site: [www.comp.state.md.us/](http://www.comp.state.md.us/)** Hotels: Radisson, 410-252-7373; Days Hotel, 410-560-1000; Hampton, 410-527-1500; Courtyard, 410-584-7070; Red Roof Inn, 410-666-0380; Holiday Inn, 410-252-7373; Embassy Suites, 410-584-1400; Crowne Plaza, 410-252-7373

**Wilmington, DE: Chase Center on the Riverfront: County & Tax Rate: New Castle, 0% (No Sales Tax) Hotels: Marriott, 302-575-9266; Doubletree, 302-655-0400; Courtyard, 302-429-7600; Sheraton, 302-654-8300; Best Western, 800-780-7234; Quality Inn, 302-478-2222**

**Wilmington, MA: Shriner's Auditorium: County & Tax Rate: Middlesex, 6.25% Phone: (617) 887-6769; Web site: [www.magnet.state.ma.us/dor/](http://www.magnet.state.ma.us/dor/)** Hotels: Courtyard Marriott (\$79 when you mention **Greenberg Train & Toy Show**), 781-938-9001; Holiday Inn Express, 781-935-7666; Comfort Suites, 978-475-6000; Holiday Inn, 978-640-9000; Extended Stay, 781-938-3737; Fairfield Inn, 781-938-7575

### **Central Reservation 800 Numbers For Major Hotels Chains**

**Best Western:** 800-780-7234 **Comfort Inn, Quality Inn, Econo-Lodge:** 877-424-6423 **Courtyard, Fairfield Inn:** 888-236-2427

**Hampton Inn:** 800-560-7809 **Holiday Inn:** 888-465-4329 **Howard Johnson:** 800-221-5801 **Knights Inn:** 800-477-0629 **Super 8:** 800-454-3213

**Hilton Garden:** 877-782-9444 **Radisson:** 800-967-9033 **Ramada:** 800-854-9517 **Red Roof Inn:** 800-733-7663 **La Quinta:** 800-753-3757

**Online hotel booking sites:** Expedia.com, Hotels.com, Hotwire.com, Orbitz.com, Priceline.com, Travelocity.com

- = includes breakfast