DC/WEWCC Business Center
Walter E. Washington Convention Center
801 Mt. Vernon Pl NW Washington DC 20001
Direct: 202-409-6821 Fax: 202-304-3444
Email: Services@thecalprogroup.com

Located: In the Main Entrance - Mt. Vernon Square Lobby of the Conv. Ctr directly under the Grand Stairs.
PRINTING – LARGE FORMAT & SMALL FORMAT:

1. COPY & PRINT:
   a. B&W
   b. Color
   c. Volume printing available

2. Small/Large Format Printing (up to 48" Wide)
   Banners Posters Signs
   a. Banners
   b. Signs
   c. Medical / Business Posters

3. Lamination

4. Binding

BUSINESS / OFFICE / RENTAL SUPPLIES
( Assorted Items )

1. Computer USAGE Rental

2. Motorized Scooters / Wheel Chair Rental

3. Equipment Rental (Inquire you will be surprised)
   a. Push Carts
   b. Basic AV Needs
   c. Exhibitor equipment

4. Hire Professional Booth Staff

5. Shredding - Safe and Secure Bulk

6. E-Faxing

RECEIVING, STORAGE & SHIPPING:

1. Packing & Shipping Supplies:

2. FedEx / UPS / & Others:
   (International & National - Please Inquire)

OTHER SERVICES:

1. Notary Services – Safe & Reliable

2. Make Marketing Materials #2
   a. Business Cards (Basic)
   b. Retractable Signs (Advance Notice)
   c. Customizable Promotional Materials – Branding
      (PLEASE INQUIRE FOR THE TYPE OF PROMO ITEMS OFFERED)

3. CONCIERGE Services
   a. Events and Restaurants Reservations
   b. VIP Transportation - Black Car / SUV
   c. Airport Transportation – Black Car/SUV

4. COVID-19 Testing
   a. Covid-19 on site rapid testing
   b. Covid-19 testing for travel
      (Larger groups for volume testing)
## COPIES/PRINTING per imprint

### Black & White
- Black & White, White Paper (legal or letter) .......................................................... $1.00
- Stock 65lb White Paper (letter) .......................................................... $0.25
- 300+ Club Black & White, White Paper (legal or letter) .............................................. $0.60
- Black & White, White Paper (11X17) .......................................................... $1.25
- Black & White, Color Paper (letter or legal) .......................................................... $1.25
- Stock 65lb Color Paper (letter) .......................................................... $0.50
- Add $0.50

### Color
- Color, White Paper (legal or letter) .......................................................... $1.50
- 65lb White Paper (letter) Stock Paper .......................................................... $0.25
- 200+ Club Color, White Paper (legal or letter) .................................................... $0.80
- Color, White Paper (11X17) .......................................................... $1.75
- Color, Color Paper (letter or legal) .......................................................... $1.75
- Stock 65lb Color Paper (letter) .......................................................... $0.50
- Add $0.50

### Small/Large Format Sign/Banners Shop
- Ask for Pricing

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**PLEASE USE THIS EMAIL FOR PRINTING**
SERVICES@THECALPROGROUP.COM

## Services
- Lamination .................................................................................................................. Add $0.50
- Binding Services ........................................................................................................ Starting $10.00 per unit
- Secure Shredding Services ........................................................................................ $1.50/lb

## ASSORTED OFFICE SUPPLIES
- Various Prices ........................................................................................................... $ Varies

## COMPUTER SERVICES
- Computer Rental Station per minute ........................................................................ $1.10

## E- FAXING
- Reception per page ...................................................................................................... $2.00
- Local Send or Toll Free Send per page ...................................................................... $1.00
- Long Distance Send per page .................................................................................. $2.00
- International Send First page .................................................................................. $6.00
- Additional International pages ................................................................................. $3.00

## NOTARY SERVICES
- Prices Varies on amount of pages notarized
- $10/per stamp

## RECEIVING/STORAGE
- $50 first Box $35 all boxes after Up to 8 Pieces Sizes and weight restriction applies
- (Can not deliver to the booth must be picked up at the DC Business Center)

## SHIPPING
- With your account number $45.00 per large box, $35.00 per med box & $20.00 per envelopes
- We provide shipping, receiving, and handling services through FedEx & UPS inquire about other carriers

Managed by: DISTRICT OF CALÁ

Scooter and Wheel Chair Rentals • Covid Testing • Concierge Services • Restaurants and Transportation
Exhibitor/Vendor/Partner Shipping Instructions

Please make sure to remind your vendors/partners (who will be utilizing this service) to fill out the detailed information requested below: Email to Services@thecalprogroup.com or Fax: 202-403-3444

<table>
<thead>
<tr>
<th>Carrier Used</th>
<th>Date Shipped</th>
<th>Date Expected to Arrive</th>
<th>Piece Count</th>
<th>Description of Package/s</th>
<th>Onsite Contact Name / Cell phone #</th>
<th>Tracking Number</th>
</tr>
</thead>
</table>

**Note:** Instruct the shipper to use the label (included with these instructions) for advanced/direct shipments.

Please have them pay close attention to the deadline dates for advance or direct shipments set by you to have there packages on time for there usage.

**Note:** Please consider using your selected General Contractor for your event for all your larger freight shipping needs. We will only receive smaller packages that are displayed below. Anything larger than 10’ Length x 3’ Width x 5’ Height PLEASE ADVISED THAT ANY PACKAGES LARGER THAN THIS WILL BE DENIED RECEIPT. We will only receive, and store Smaller manageable packages See images.

If you have questions about the size/type of a package that will be received please send image and size to Services@thecalprogroup.com for approval.
Advance/onsite Shipments: Please place below shipping label on all packages sent

Vendors/partners: Advance/onsite shipments should be addressed to:

Name of Exhibiting Company Booth #/ or Vendor / Shipper/

Contact Number (Very important onsite contact/receiver of packages number is included)

PLACE EXACT EVENT NAME IN THE EVENT NAME SECTION ABOVE

EVENT NAME: ____________________________
ATTN: Socrates Calá c/o TCG WCC Business Center
801 Mt. Vernon Place NW
Washington, DC 20001
Phone: 202-409-6821

Note: Instruct your Exhibitor/Vendor/Shipper to use the label (included with these instructions) for advance/onsite shipments. Please add on onsite contact number

If there are any questions, concerns or unique situations on shipping please contact Socrates Calá at services@thecalprogroup.com or by direct phone at 202.409.6821.

- RECEIVING/ STORAGE/HANDLING FEE WILL BE ASSESSED WHEN PACKAGE IS RECEIVED
  - Storage Fees: $50 1st box/package $35 each additional box
  - Note: Up to 150lbs anything other will result in Storage fee + $3 per additional lbs. By signing this agreement, you agree to pay $10 dollars a day additional per box after the third day of receipt as a storage fee. DC Business Center is not responsible for any damages that occur with your box and will only release the boxes to the contact person you indicate on this sheet (LOCAL DELIVERY IS AVAILABLE, PLEASE INQUIRE ABOUT FEES). If boxes stay more than 5 business days beyond the estimated pick up date, DC Business Center can dispose of them. Or send to person of contact to be paid on arrival AND MUST BE PAID UPON RETRIEVAL OF PACKAGE.

- ALL PACKAGES STORED MUST BE RETREIVED AT THE BUSINESS CENTER. WE WILL NOT DELIVER TO YOUR BOOTH OR LOCATION.

- ANY PACKAGES NOT RETREIVED 1 DAY AFTER EVENT END WILL BE RETURNED TO SHIPPER AT THEIR COSTS.
SHIPPING & RECEIVING FORM:

BASIC INFORMATION
Name: ____________________________________________ Date: ______________________
Account Number: ________________________________
Company Name: __________________________________
Address: __________________________________________
Street ___________________________ Suite/Apt # __________
City __________________________________________ State ________ Zip Code __________
E-Mail: __________________________________________ Cell: ______________________
Is the above information same as shipping address if not complete the back side of this form

CREDIT CARD INFORMATION
Name on Card: __________________________________ Expiration Date: ______________________
Card Number: __________________________________
Type of Card: ☐ Visa ☐ Master Card ☐ American Express ☐ Discovery ☐ Other___________
Security Code: __________________________ Billing Zip Code __________

SHOW & PACKAGE INFORMATION
Name of Show: __________________________________
Date of Show: ______________________________ Number of Boxes: _______________
Date of Show/Method(Ex: Sent out on 3/15/22): __________________________________________
Carrier: FedEx UPS DHL USPS Other: ___________________________________________________
*Packages can be picked up at the DC Business Center. If you want them delivered to a specific location in the Convention Center, there will be a $10 delivery charge per Box/Package/Booth.
Delivery Location: ____________________________________________________________

HANDLING FEES & INSTRUCTIONS
Receiving Fees:
$50 per box/package for $35 each additional box
Note: Up to 150lbs anything other will result in Receiving fee + $3 per additional lbs.
-If General Contractor is on site, they may receive the package if not labeled correctly.
All boxes must be labeled as follows:
DC Business Center / The CALPRO Group
801 Mount Vernon Place, NW
Washington, DC 20001
c/o Name of on-site recipient
Organization name and event
Room location
On-site contact phone number
Shipping-Out Shipping Fees:
$30 Per box for small/medium boxes
$40 Per box for large boxes/pelican case
$50 Per booths/extra-large boxes
$60 per box for international boxes

If you have any questions, please call: 202.409.6821 or email Services@thecalprogroup.com

Disclaimer: The DC Business Center and the Walter E. Washington Convention Center are not responsible for lost, theft, or damaged packages after they are delivered to room/hall. All incoming and outgoing shipments are to be paid to the Business Center by cash, credit/debit card no checks are accepted.

TCG / WCC Business Center
Walter E. Washington Convention Center - 801 Mt. Vernon Pl NW Washington DC 20001
Direct: 202-409-6821 Fax: 202-304-3444 Email: Services@thecalprogroup.com
By initialing this form, you are responsible for Payment Initial: ________ Date: ________________

Shipping INFORMATION

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Date: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number: __________________</td>
<td></td>
</tr>
<tr>
<td>Company Name: __________________</td>
<td></td>
</tr>
<tr>
<td>Address: ________________________</td>
<td></td>
</tr>
<tr>
<td>Street ________________________</td>
<td>Suite/Apt # ____________________</td>
</tr>
<tr>
<td>City ________________________</td>
<td>State ________________________</td>
</tr>
<tr>
<td>E-Mail: ________________________</td>
<td>Cell: ________________________</td>
</tr>
</tbody>
</table>

☐ Residential   ☐ Commercial

$100 insurance on packages do you want to purchase higher limit of liability  ☐ No  ☐ Yes  Amount $__________
# of packages ______________

Details of packages

1. L _____ W _____ H _____ Weight _____ $ ________  Shipped Options ________________
   Tracking # __________________________  Handling Fee: __________________________

2. L _____ W _____ H _____ Weight _____ $ ________  Shipped Options ________________
   Tracking # __________________________  Handling Fee: __________________________

3. L _____ W _____ H _____ Weight _____ $ ________  Shipped Options ________________
   Tracking # __________________________  Handling Fee: __________________________

4. L _____ W _____ H _____ Weight _____ $ ________  Shipped Options ________________
   Tracking # __________________________  Handling Fee: __________________________

Subtotal: $ ______________________

Notes: __________________________
# MASTER ACCOUNT SHEET:

## BASIC INFORMATION

Name: ____________________________  Title: ____________________________  Date: ________________

Company Name: ________________________________________

Address: ____________________________________________

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Street
Suite/Apt #
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City  State  Zip Code  

E-Mail: ____________________________  Cell: ____________________________

Name of Show: ________________________________________

Date of Show: ________________________________________

Room / Hall:# ________________________________________

## CREDIT CARD INFORMATION

Name on Card: ____________________________  Expiration Date: ________________

Card Number: ____________________________

Type of Card:  [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express  [ ] Other: ____________________________

Security Code: ____________________________  Billing Zip Code: ________________

## LIST OF AUTHORIZED PERSONNEL TO USE SERVICES

1. ________________________________________
2. ________________________________________
3. ________________________________________
4. ________________________________________
5. ________________________________________
6. ________________________________________
7. ________________________________________
8. ________________________________________
9. ________________________________________
10. ________________________________________

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**DISCLAIMER: IT IS UNDERSTOOD THAT YOU ARE OBLIGATED TO PAY FOR ANY SERVICES RENDERED:**

Name: ____________________________  Date: ________________

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TCG / WCC Business Center
Walter E. Washington Convention Center - 801 Mt. Vernon Pl NW Washington DC 20001
Direct: 202-409-6821 Fax: 202-304-3444 Email: Services@thecalprogroup.com
| Usage |  
|-------|---
| 1. Name:_________ Service___________Amnt:_______ Initials:________ |
| 2. Name:_________ Service___________Amnt:_______ Initials:________ |
| 3. Name:_________ Service___________Amnt:_______ Initials:________ |
| 4. Name:_________ Service___________Amnt:_______ Initials:________ |
| 5. Name:_________ Service___________Amnt:_______ Initials:________ |
| 6. Name:_________ Service___________Amnt:_______ Initials:________ |
| 7. Name:_________ Service___________Amnt:_______ Initials:________ |
| 8. Name:_________ Service___________Amnt:_______ Initials:________ |
| 9. Name:_________ Service___________Amnt:_______ Initials:________ |
| 10. Name:_________ Service___________Amnt:_______ Initials:________ |
| 11. Name:_________ Service___________Amnt:_______ Initials:________ |
| 12. Name:_________ Service___________Amnt:_______ Initials:________ |
| 13. Name:_________ Service___________Amnt:_______ Initials:________ |
| 14. Name:_________ Service___________Amnt:_______ Initials:________ |
| 15. Name:_________ Service___________Amnt:_______ Initials:________ |
| 16. Name:_________ Service___________Amnt:_______ Initials:________ |
| 17. Name:_________ Service___________Amnt:_______ Initials:________ |
| 18. Name:_________ Service___________Amnt:_______ Initials:________ |
| 19. Name:_________ Service___________Amnt:_______ Initials:________ |
| 20. Name:_________ Service___________Amnt:_______ Initials:________ |
| **Note:** | |
|  | |
| **Subtotal Amnt:**________ |
POSTER REQUEST FORM:

BASIC INFORMATION

NAME: ___________________________ DATE: __________________
NAME OF POSTER: ___________________________
ORDER DATE: __________________
POSTER’S DUE DATE: __________________
COST OF POSTER: ______________
PHONE NUMBER: ____________________ Email: ___________________________
ORDER DETAILS (SIZE OF POSTER, MOUNTED, ETC.):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Notes: ____________________________________________________________________

CREDIT CARD INFORMATION

Name on Card: ___________________________ Expiration Date: ________________
Card Number: __________________________
Type of Card: □ VISA □ □ AMERICAN EXPRESS □ DISCOVER □ Other

Total Amount: _________ Paid: _________ Bsns Ctr Rep: ______________________
Poster Production by DC Business Center

Our Business Center is offering a poster production service at the discounted price of $300 per poster print.

Service Offered
- print your scientific/business poster in our Business Center located in the Washington Convention Center on glossy or matte finish in your designated dimensions—Eliminate any Shipping or Transporting hassles and have it waiting for you on site.
- If not provided by show management we provide tacks to mount your poster to the designated show boards for an additional costs.
Posterboards, signs, small & large format printing, copies and other marketing materials available for production at our Business Center.

Printing Details
- Decide on your choice of 9 mm semi-gloss or 9 mm gloss coated paper for your poster
- The printer is capable to print 1200x1200 dpi
- 6-color printing, offers vibrant color ranges & better quality.

Ordering is easy...
1. Go to the website________________________ Or email information to Services@thecalprogroup.com.
2. Enter the email address of the presenting author for the poster service desired.
3. Click on the tab titled: "Products and Services".
4. Upload your poster file in either .ai, .eps, .qxd, .tif, .jpg (compressed), or .psd formats.
5. Order your poster online and pay via credit card.
6. Convenient Pick up with receipt provided at the DC Business Center at the Washington Convention Center.

Approval process...
DC Business Center Technician will send a PDF proof of your submitted poster to the email you provided. The PDF will be reviewed and confirmed approval. If it is acceptable, sign and email the approved PDF. If changes are required, email the changes to Services@thecalprogroup.com and a revised PDF proof will be sent. No poster will be produced without your approval. There are no additional charges for edits made prior to you approving the poster.

The deadline to submit is 5 p.m. Eastern time _____________.
Late posters will be produced at the rate of $398.

Need Help?
Email services@thecalprogroup.com or call 202-409-6821.
STORAGE AGREEMENT:

BASIC INFORMATION
Name: ____________________________ Date: ________________
Company Name: ____________________
Address: __________________________
                Street                        Suite/Apt #
                ________________________________
                City                             State
                ________________________________
                E-Mail: __________________________
                Cell: __________________________

PICK-UP DETAILS
Name (IF DIFFERENT PERSON IS PICKING UP): ____________________________
E-Mail: __________________________
                Cell: __________________________
Date of Pick-Up: __________________________
Number of Boxes: __________________________

CREDIT CARD INFORMATION
Name on Card: ____________________________ Expiration Date: ________________
Card Number: ____________________________
Type of Card: □Visa □Master Card □American Express □Discovery □Other ________
Security Code: ____________________________ Billing Zip Code: ____________________________

IMPORTANT INFORMATION
Storage Fees:
$50 1st box/package $35 each additional box
Note: Up to 150lbs anything other will result in Storage fee + $3 per additional lbs.
By signing this agreement, you agree to pay $10 dollars a day additional per box after the third day of receipt as a storage fee. DC Business Center is not responsible for any damages that occur with your box and will only release the boxes to the contact person you indicate on this sheet (LOCAL DELIVERY IS AVAILABLE, PLEASE INQUIRE ABOUT FEES). If boxes stay more than 5 business days beyond the estimated pick update, DC Business Center can dispose of them. Or Send to Person of contact to be paid on arrival.

DISCLAIMER: IT IS UNDERSTOOD THAT YOU ARE OBLIGATED TO PAY FOR AGREED SERVICES RENDERED
By Signing this document you have agreed to all above services

_____________________________    __________________________
Signature                        Date

TCG / WCC Business Center
Walter E. Washington Convention Center - 801 Mt. Vernon Pl NW Washington DC 20001
Direct: 202-409-6821 Fax: 202-304-3444 Email: Services@thecalprogroup.com
Rent a Scooter or Wheelchair at the Walter E. Washington Convention Center

Call Scootaround toll-free 7 days per week or visit us online to book your scooter or wheelchair in advance!

Scootaround offers the latest models of scooters, wheelchairs, powerchairs and rollators at more than 2,500 locations across North America. We are pleased to offer delivery to your hotel or convention hall please ask for details.

Pick-up of your scooter or wheelchair is available at the DC Business Center inside the Walter E. Washington Convention Center, 801 Mt Vernon Pl NW, Washington, DC 20001

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>1 Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Scooter</td>
<td>$65</td>
</tr>
<tr>
<td>Manual Wheelchair</td>
<td>$25</td>
</tr>
</tbody>
</table>

Toll-Free or Online:
1.888.441.7575
scootaround.com

Note: If you use your rental product offsite, you are responsible for its storage, safety and charging.