



### **SCHEDULE-AT-GLANCE**

<b>Educational Event – Supply Chain</b>	4:00 – 6:00 PM
<b>SHOW HOURS</b> <i>Includes food &amp; Beverage</i>	6:00 – 8:00 PM
<b>Exhibitors Check-in / Set-Up Time</b>	4:00 – 5:45 PM

**Tabletop Fee:** \$550 before March 31 | \$600 After March 31  
Includes 6 foot draped table, 2 chairs, Company I.D.

**PAYMENT OPTIONS:** Check or Credit Card

**Check** – To pay by check, please contact [gerri@gcbusiness.com](mailto:gerri@gcbusiness.com) for the address.

**Credit Card** (AmEx, Discover, Visa, Mastercard). To pay by credit card, you will be automatically directed to the credit card link when registering for the tabletop.

**Cancellations/Changes and Refunds:** If cancellation is received in writing prior to March 1, 2025, reservation fee less \$100 handling charge will be refunded. No refunds will be given for any cancellation after March 1, 2025.

**ELECTRICITY:** If your company requires electricity it is \$50 and your table must be located by the wall where electricity is indicated.

**FLOOR PLAN** – See Our Current [Floor Plan HERE](#)

#### **NAME TAGS**

**Exhibitors:** Please enter the names of all your representatives directly in your portal. This is accessible via your auto login which was emailed to you. If you cannot locate your auto login, please contact [gerri@gcbusiness.com](mailto:gerri@gcbusiness.com) and it will be emailed to you.

All your badges will be available upon your arrival.

**<<See Next Page for More Details>>**



## SHIPPING INSTRUCTIONS

Boxes can only be accepted **no earlier than Monday, May 5, 2025.**

Event Date: Wednesday May 7, 2025 - Include your Company Name & Table Number on the box.

Marriott Owings Mills Metro Centre

ATTN: Shaina Brock

10101 Grand Central Avenue

Owings Mills, MD 21117

HOLD FOR MDIFT Expo – 5/7/2025 – Hawthorne Ballroom -

Add your **Company Name & Table #** \_\_\_\_\_

## RETURNING PACKAGES

If you wish to **return materials/boxes** from the Marriott, please come prepared with shipping labels. Only UPS and Federal Express can be utilized. Bring your boxes to the designated area which you will know when you arrive. Our office will call UPS and FedEx to schedule the pick up, unless you make the call. We will ask that you complete a form upon arrival.

If you have any other questions or concerns:

Contact the Gerri Crisantiello by phone at [201.657.1989](tel:201.657.1989)

or email at [gerri@gcbusiness.com](mailto:gerri@gcbusiness.com) or [iftmaryland@gmail.com](mailto:iftmaryland@gmail.com)

[DIRECTIONS & TRANSPORTATION TO MARRIOTT OWINGS MILLS VIA GOOGLE MAP](#)