

# CDAO Fed Ready Summit

US

March 5<sup>th</sup>, 2026

Convene 1201 Wilson Blvd

# SHIPPING INFORMATION

## SHIPPING INFORMATION

Please schedule deliveries to the venue no earlier than March 2nd. All deliveries must be dropped off between 9:00 am - 5:00 pm.

Suggested format for shipping label:

(SPONSOR NAME Box \_\_\_\_ Of \_\_\_\_)

Convene

ATTN: Jean Martin/ Emily Spence CDAO Fed Ready Summit  
1201 Wilson Blvd, 30th Floor  
Arlington VA 22209

An additional required label can be found in the Sponsor Portal.

## RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. Once the event is over, your team will be responsible for packing up your exhibit. We will have some extra packing tape onsite to help seal any outgoing packages.

Your team will be instructed to leave any outgoing shipments on the table of your exhibit after the event is over. These must be sealed and with a completed pre-paid shipping label.

Please be aware that the sponsor is responsible for organizing the collection of goods after the event and for return shipping labels. Please ensure that your return shipping is scheduled no later than August th, two days after the event.

**ALL RETURN SHIPMENTS NEED TO BE SCHEDULED BY SPONSORS.**

Any questions, please feel free to reach out to [emily.spence@coriniumgroup.com](mailto:emily.spence@coriniumgroup.com).