

U.S. - AFRICA LEADERS' SUMMIT 2022

GENERAL INFORMATION

MEDIA WORKSPACE LOCATION

Walter E. Washington Convention Center

801 Mount Vernon Place, NW
Washington, DC 20001

ORDER DEADLINE

Monday, November 28 Submission Deadline for All Orders

For additional information, please contact Hargrove's Summit Media Services at 240.726.3074 or SummitMediaServices@hargroveinc.com

MEDIA ACCESS/SET-UP:

Sunday, December 11	Pool / Pre-Authorized Media Access
Monday, December 12	Pool / Pre-Authorized Media Access

NOTES:

- Build times begin at 8:00 AM.
- Access hours are 8:00 AM to 4:00 PM. Access hours are subject to change.
- Overtime rates will be in effect Monday–Friday before 8:00 AM and after 4:30 PM, and all day Saturday and Sunday. Double time rates apply on select holidays.

PRESS FILING CENTER HOURS

Tuesday, December 13	7:00 AM to 7:00 PM
Wednesday, December 14	7:00 AM to 7:00 PM
Thursday, December 15	7:00 AM to 7:00 PM

MEDIA TEAR-DOWN/MOVE-OUT

Friday, December 16	All spaces must be cleared by 12:00 PM Outside carriers must be checked in by 9:00 AM
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- Access hours are 8:00 AM to 4:00 PM. Access hours are subject to change.
- Overtime rates will be in effect Monday–Friday before 8:00 AM and after 4:30 PM, and all day Saturday and Sunday. Double time rates apply on select holidays.

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1 Hargrove Drive • Lanham, MD 20706 • USA
General Questions: Phone: 240.726.3074 Email: SummitMediaServices@hargroveinc.com
Cabling / Technical Questions: Phone: 210.896.9109 Email: SummitTechnical@hargroveinc.com

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KEY DATES & DEADLINES (all times are local)

Monday, November 7	First day for advance shipments to arrive at the Hargrove warehouse.
Monday, November 28	Deadline for all orders. Orders received after this date are subject to availability and additional charges.
Monday, December 5	Last day for advance shipments to arrive at Hargrove warehouse
Sunday, December 11	Pool / Pre-Authorized Media Access at the Walter E. Washington Convention Center begins at TBD.
Monday, December 12	Pool / Pre-Authorized Media Access at the Walter E. Washington Convention Center begins at TBD.
Tuesday, December 13 – Thursday, December 15	United States - Africa Leaders' Summit
Thursday, December 15	Broadcasting from the Walter E. Washington Convention Center ends at TBD.
Friday, December 16	Media Tear-Down/Move-Out. Outside carriers must check in by 9:00 AM.
Friday, December 16	All spaces in Walter E. Washington Convention Center must be cleared by 12:00 PM.

Media outlets will be contacted by the U.S. Department of State or the Summit Media Logistics team regarding their assigned media positions.

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