



INTERCHANGE is the flagship event for 1nService. Each year leadership and C-level members, clients, sponsors and media representatives gather face-to-face for true collaboration and educational opportunities. Our community grows stronger through active participation in high-level presentations, panel discussions, focus groups, a unique reverse trade expo and social networking opportunities. Sponsors enjoy an intimate interaction with prospects that are not accessible through conventional marketing channels. Interchange is a unique event that is presented in a dynamic forum.

Event Venue



Gaylord National Hotel & Convention Center
201 Waterfront Street
National Harbor, MD 20745 (Washington, DC Area)
Phone: 301-965-4000

Location

The Gaylord National is conveniently located just off I-95, 15 minutes from Reagan National and 45 minutes from both Dulles and Baltimore-Washington International Airports.

Amtrak's Union Station is located approximately 10 miles/23 min. (dependent upon traffic) from the Gaylord.

Event Registration

All attendees should complete the registration link provided on the 1nService website.

Accommodations

A block of rooms has been reserved at the Gaylord National Resort & Convention Center

Reservations should be made directly with the property via the link provided on the 1nService website or by contacting reservations directly at 301-965-4000

Group Name: 1nService – Interchange Group Code: X-1NS10

Cut-off Date: September 20, 2010

Room reservations received after this date will be accepted at the group rate on a space-available basis.

Group Rate: \$144/night (+applicable taxes)
\$184/night Atrium view rooms

The Resort Fee, normally \$15.00 per night, has been waived for our group. This fee includes wired and wireless high-speed internet access, fitness center access, designated complimentary in-room beverages, daily newspaper, local and toll free 800 telephone calls (20 minutes per call).

Group rates are available three days prior to arrival and three days after departure, on a space available basis.

PLEASE NOTE: Gaylord National is a non-smoking facility. Smoking is prohibited in all guest rooms, restaurants, lounges, meeting rooms and interior public spaces. If you smoke, you will be charged a substantial cleaning fee to return the room to its proper condition.

Hotel Deposit & Cancellation Policy

All individual reservations must be accompanied by one night's deposit plus tax or guaranteed by a major credit card (and Hotel will charge an attendee's credit card for one night's stay prior to arrival.)

Deposits are only refundable for cancellations occurring up to three days prior to arrival.

Hotel Check-In/Out at the Gaylord

Check-in time at the Gaylord is 3pm EST. Check-out is at 11am EST.

Ground Transportation

Gaylord National Airport Shuttle TO/FROM Reagan National Airport

The Gaylord offers an exclusive, express shuttle to and from Reagan National Airport. This convenient service will depart every twenty minutes from Gaylord National's front door to Reagan National Airport and from the Reagan National Baggage Claim area. RESERVATIONS ARE RECOMMENDED, but tickets will be available from the SuperShuttle desk, located on the lower level of the airport, near baggage claim. Service runs 6am – 8pm.

Reservations: 800-660-8000

Ticket Prices:

\$18 on way

\$32 per person, round trip

\$78 for exclusive van service, booked in advance

Execucar

Execucar is a personal sedan service.

Reservations: 1-800-660-8000 or 301-965-2080

To and From Reagan National (DCA): \$45

To and From Dulles International Airport (IAD): \$105

To and From Baltimore/Washington Airport (BWI): \$105

Taxi and Car Rental

Taxi and car rental services are available from all airports and Union Station.

Onsite Parking

\$19.00 per day self parking/overnight

\$28.00 per day valet parking/overnight

Internet Options

Wired and Wireless Internet access is provided in your room. In the meeting room/exhibit space, internet access is available to attendees for a charge of \$100 per computer and is payable directly to the property. Please obtain the access information for internet service at the registration desk.

Attire

The attire for meetings and gatherings at Interchange will be Business Casual.

Trade Expo Session

All Attendee Companies have Table Top Displays

Interchange 2010 includes a unique trade expo session much like the reverse trade show. InService member companies will each have a table at the Thursday afternoon trade expo. Supplier members, sponsors and guests will also have table top displays at this session. This interactive expo will give all attendees a chance to collaborate and expand your business in the InService community.

TABLE DISPLAY SET-UP TIMES: Tuesday, October 12 – 7:00 – 8:00 AM EST

Please note tables will be accessible for set-up on Monday evening, October 11. The exhibit space is in a roped off area but is not secured for the evening. Valuable materials/equipment should be placed the morning or the 12th. Literature and display signs may be set-up on Monday evening between 8:30 – 9:30pm.

TEAR DOWN

Trade Expo table displays must be taken down immediately following the EXPO session on Tuesday afternoon, Oct. 12. A representative from IKON will be available at that time to collect packages and payment for outbound shipments. InService accepts no responsibility for the loss of materials left on the Hotel premises.

SHIPPING

Shipping to/from the Gaylord National Resort is provided by IKON. The IKON Business Center is located outside of the convention hall adjacent to Presidential Ballroom C&D. Pricing for shipping services inbound/outbound of the Gaylord are based on package weight.

Sponsor is responsible for shipping and the arrangement of shipping all materials to and from the event, and shall indemnify InService against any losses (including lost, stolen, or damaged items) during the shipping process. Sponsor is responsible for paying all associated shipping, handling, and storage charges for their materials.

Packages being sent to the Hotel must be marked as follows:

GUEST NAME

c/o Gaylord National Resort & Convention Center

201 Waterfront Street

National Harbor, MD 20745

Ref: InService Interchange 2010

Arriving: Your Arrival Date

Babysitting Service

The Gaylord National utilized/recommends the services of White House Nannies (www.whitehousenannies.com) for guests desiring child care during their stay. Phone: 301-652-8088 or 301-655-8240, Email: WHN01@verizon.net

Event Venue Information

The Gaylord National is located 8 miles south of Washington, DC and 15 minutes away from the capital. The Gaylord National offers a full service spa & salon, shopping, several restaurants on sight, 24 hour in-room dining, a full service business center, an all-season pool and 24 hour fitness center.

Area Information

The property is located at the heart of National Harbor, a 300-acre, riverside community with restaurants, retail and entertainment.

Interchange 2010 Special Events

Private Riverboat Dinner Cruise on the Potomac

Tuesday, October 12, 6:00pm departure from the Gaylord Harbor dock.

Interchange attendees will enjoy an evening dinner cruise on the Dandy Restaurant Cruise Ship. The dinner cruise begins from the Gaylord National Harbor Dock for a 3 hour cruise on the Potomac. This cruise includes dinner, entertainment and spectacular views of the nation's monuments.

1nService would like to extend a warm welcome to spouses/significant others to join you on this dinner cruise. The cost for your guest(s) is \$100. This amount will be billed to your respective company or payable directly to 1nService. This covers the cost of the cruise, dinner, taxes and dinner beverages.