

# **6<sup>th</sup> Annual Government Freight Transportation Forum**

**Sponsored by**

## **Customer Focused: Driving Efficiency and Savings**

### **April 5 & 6, 2016**

**U.S. General Services Administration  
Central Office Building**

1800 F Street, NW  
Washington, DC 20405

**Forum Fees Information**

**Costs to Attend:** There is no cost for representatives from Federal Agencies or GSA approved Freight Transportation Service Providers (TSPs) to attend and participate in the 6<sup>th</sup> Annual Government Transportation Forum.

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### **Attending the Forum**

Attendees **must** gain entry through the South Lobby entrance on E Street, and sign in with the guard station. All attendees **must** be registered for the forum (building security will have a list of forum attendees) – if you are not registered, you will not be able to enter the building.

Attendees **must** also have a Photo ID (Government ID, Driver's License, Passport, etc.) to gain entry to the building.

Attendee dress attire for the forum should be business casual.

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### **Forum Exhibition Information**

Exhibiting and non-exhibiting slots were filled on a first come, first serve basis.

**Exhibition Hours:** Exhibit hall is open Tuesday from 8:00 AM to 8:55 AM, 10:15 AM to 10:30 AM, 11:15 to 1:00 PM (also the lunch break) and 1:45 to 2:00 PM. On Wednesday the Exhibit Hall is open from 8:00 AM to 8:55 AM, 10:00 to 10:15 AM and 11:45 AM to 1:30 PM (also the lunch break).

**Shipping and Setup:** Please only bring handouts and small table top displays that can be transported/carried by exhibitors. Due to limited storage space, no large table-top displays will be allowed at this year's event.

Exhibitor table set up will be from 7:30 AM to 8:00 AM on Tuesday, Apr 5th and exhibitors must breakdown by 2pm on Wednesday, Apr 6th.

**Gift Acceptance:** Associates of the Executive Branch of the Federal Government are subject to the Office of Government Ethics (OGE) Standards of Ethical Conduct. Therefore, GSA wants to ensure that any gifts offered do not result in violations of the OGE regulations. Federal Government Associates subject to the OGE regulations may not accept gift(s) with a market value of more than \$20.00 from any single exhibitor during the span of the 5<sup>th</sup> Annual Government Transportation Forum (not to exceed \$50.00 from the same source in a calendar year). Promotional items, gifts, and exhibitor sponsored events are considered gifts under the OGE regulations, as are foods and drinks (with the exception of modest items of food or refreshment such as soft drinks, coffee and donuts, offer other than as part of a meal). However, please note that no foods, drinks or meals will be provided during the forum.

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## **Public Transportation Directions to the GSA Central Office Building (1800 F Street, NW, Washington, DC 20405)**

The GSA Central Office building is 0.40 miles from [Farragut West Metro Station](#) (**Orange & Blue** Lines) and 0.6 miles from [Farragut North Metro Station](#) (**Red** Line).

Forum attendees can utilize [WMATA's 'Services Nearby'](#) page which identifies Metrorail and Metrobus options closest to a specific location. Attendees can type in a specific location, click 'Find Service', and the WMATA site shows which Metrobus or Metrorail services are closest.

Attendees can also utilize [WMATA's 'Interactive Trip Planner'](#) to map out their commute from lodging/hotel to the GSA Office building. The site will let attendees know what types of transportation are available (rail, bus, or by foot), and provides other travel information such as price, day and time, travel time, and walking distances. Attendees can use this tool to customize public transit options and determine what works best for them to get to the forum. Attendees can access a Metrorail map [here](#), and bus maps for metro DC/VA/MD [here](#).

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## **Driving Directions to GSA Central Office Building**

Forum attendees can search for driving directions to the GSA Central Office Building based off the building's address at **1800 F Street, NW, Washington, DC 20405**.

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## **Parking near GSA Central Office Building**

GSA cannot suggest or recommend specific parking garages to individuals attending the 6<sup>th</sup> Annual Government Freight Transportation Forum. However, attendees can search for [parking near GSA Central Office Building](#) (1800 F Street, NW, Washington, DC 20405) or go to <http://washingtondc.bestparking.com/>.

There are a number of commercial parking garages in the area of the GSA Central Office Building, and choice of lodging and parking is up to the forum participant.

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## **Lodging near GSA Central Office Building**

GSA has not set up any special rates for hotel rooms for the 6<sup>th</sup> Annual Government Freight Transportation Forum and GSA cannot suggest or recommend specific hotels for the forum.

There are a number of hotels in the area of the GSA Central Office Building and choice of lodging is up to the forum participant. Attendees can search for [hotels near the GSA Central Office Building](#) (1800 F Street, NW, Washington, DC 20405).

Eligible Federal employees that will need lodging while attending the forum are encouraged to use [FedRooms](#).

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## **Restaurants/Food Options near GSA Central Office Building**

Food will not be provided either day of the forum, and there is not a food court at the GSA Central Office Building. However, there are a number of [restaurants and cafes in the surrounding area](#) for forum participants to select from.

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## **Questions or Concerns**

If forum attendees have any questions or concerns, please email [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov).

Thank you again for your interest and participation in the 6<sup>th</sup> Annual Government Transportation Forum, we look forward to seeing you at the event!

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