



2018 Convention – Sponsor Shipping & Storage Instructions

If you are sending materials to the hotel, please ship to arrive no earlier than three (3) days prior to event. To ensure proper processing, please address all materials intended for events following the box label instructions. Boxes should be numbered “1 of 6”, “2 of 6”, “3 of 6” etc. This way they will know when incomplete shipments are received & can make you aware as soon as possible. Boxes received and shipped will be charge at a rate of \$10.00 per box. Pallets are charged at \$150.00 per pallet. A 6% sales tax will apply to all shipments.

The following forms have been attached for your information and use:

Box Label for Promotional Items – to be delivered to the resort no later than **7/16**:

275 Promotional Items

Box Label for Exhibit Items – delivered to the resort no later than **7/20** –

Setup will be Saturday 7/21 from 3 pm – 5 pm

Please send me a copy of your routing number(s) and total number of boxes shipped and be sure to indicate if the boxes are for exhibit or promotional.

Electrical:

Send your request for electrical via email to PSAV Sarah Bleiweiss sbleiweiss@psav.com
(239)877-2128 - See PSAV Form

Thank You,
Gloria Smith
Executive Director