



2024 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.

Exhibitors: Any boxes shipped to the hotel can be picked up or arranged for delivery to the Grand Ballroom at the front desk when you arrive. There is a \$6/ box holding and delivery fee.

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 **7/30**:

275 Promotional Items

Box Label for Exhibit Items – delivered to the resort no later than **8/2** –

Setup will be Saturday 8/3 from 10 am – 4:30 pm

Please send 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. info@usdbc.com

Electrical:

Electricity is available at your exhibit for \$250

Thank You,
Ari Pladsen
Executive Director