



VENDOR INFORMATION

Please provide the following information to your vendors prior to their arrival at the hotel.

- All vendors must load in and out of the conference center through the hotel loading dock. Please clear dock area within 15 minutes.
- Vendors must provide their own carts to transport their materials in and out of the conference center.
- Items may not be hung on walls or light fixtures. Hotel furniture is not available for use in exhibit area for vendor displays.
- Vendors must provide all items to display their materials beyond the 6ft tables being provided in the exhibit fee. Coat racks, etc. are not available to display clothing. Vendor fee will apply for any personal tables brought in by vendor.
- Items should not be shipped to the hotel more than 5 days prior to the show. Items should be schedule for pick up the following day at the latest.
- Incoming packages should be address as follows:

Attn: Conference Name/Guest Name or Company
Augusta Marriott at the Convention Center
2 Tenth Street
Augusta, GA 30901

(The hotel accepts no responsibility for mislabeled shipments.)

- Hotel shipping form must be completed to handle out going shipments. Items are not to be left without being received by a hotel employee. A \$5.00 per package handling fee is applied to all outbound shipping. All items left without hotel shipping form will be turned into lost & found.
- Individually wrapped candy for consumption only may be at vendor tables. **No outside food and beverage can be brought into the conference center for consumption or sale.**
- Vendors should not block exit doors or fire pull stations with their displays.
- All vendors are expected to adhere to all hotel rules and local fire codes.