

# Hilton University of Florida

## Conference Center Gainesville

### Poster Presenter Shipping Informational Guidelines

Thank you for your interest in exhibiting at the Hilton University of Florida Conference Center. Below are some useful guidelines and information regarding the set-up of your displays.

#### Prior to Arrival

If shipping materials or boxes to the hotel, please address as follows:

Example:

**Hilton University of Florida Conference Center**

Attention: Angela Crumpton, Event Manager

2014 International Firefly Symposium

Re: *Shipper's Name, Company*

1714 SW 34th Street

Gainesville, FL 32607

PHONE: 352-384-3405

The Hilton University of Florida Conference Center will not assume any responsibility for the damage or loss of merchandise sent to the hotel for storage.

#### Day of Arrival

If you shipped boxes to the hotel, please confirm that your boxes were received by contacting the Shipping and Receiving department at **352-371-3600 Ext. 1146**. Our Shipping and Receiving department will bring boxes to the meeting area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.

If you are bringing boxes directly to the hotel, you may drop them off at the loading dock on the south side of the building or at the roundabout at the east conference room entrance. Please check-in with the front desk before loading in equipment/boxes.

#### When the Conference Concludes

If there are any boxes/equipment that need to be shipped, we have a regularly scheduled FedEx Express pickup Monday thru Friday. UPS can be handed to the driver on next day pickup. Please coordinate with the Shipping and Receiving Department for any other shipping arrangements.

**\*\* Please note: Exhibits/Displays must conform to fire codes. If any set-ups are in violation of this code, exhibitors will be required to alter the display to meet fire code as instructed by the hotel's Event Manager.**