



TABLETOP EXHIBITOR SERVICE INFORMATION

1. Exhibitor Shipping to/from the Hotel

Exhibitors may ship their tabletop materials directly to the Salt Lake Marriott Downtown at City Creek (Hote) if the shipment meets the criteria set forth below. Exhibitors will incur shipping/handling fees by the Hotel when they pick-up their shipment on-site. These fees are not covered in your exhibit fee and must be paid directly to the hotel. Any shipments should be sent for delivery to the hotel no later than Monday, September 23, but no earlier than Thursday, September 19. Shipments that arrive prior to September 19 may be refused due to limited storage space. **PLEASE BE AWARE THAT THERE ARE TWO MARRIOTTS IN DOWNTOWN SALT LAKE CITY. THE AMPO ANNUAL CONFERENCE IS OCCURING AT THE SALT LAKE MARRIOTT DOWNTOWN AT CITY CREEK (75 South West Temple).**

A. DETERMINE HOW YOUR SHIPMENT SHOULD BE LABELED

<p><i>Shipping to an Exhibitor <u>Who is a Hotel Guest</u> at the SLC Marriott Downtown City Creek? Label Your Shipment as Follows:</i></p> <p>Salt Lake Marriott Downtown at City Creek 75 South West Temple Salt Lake City, Utah, USA, 84101 Attn: [YOUR NAME], Exhibitor/Company Name Guest Arriving [INSERT CHECK-IN DATE] Your Mobile Phone Number + Email AMPO Annual Conference, Sep 24-27, 2024 Box # ___ of ___</p>	<p><i>Shipping to an Exhibitor <u>Who is NOT a Guest</u> at the SLC Marriott Downtown City Creek? Label Your Shipment as Follows:</i></p> <p>Salt Lake Marriott Downtown at City Creek 75 South West Temple Salt Lake City, Utah, USA, 84101 Attn: [YOUR NAME], Exhibitor/Company Name c/o Sarah Baker, Conf Srv. Manager Your Mobile Phone Number + Email AMPO Annual Conference, Sep 24-27, 2024 Box # ___ of ___</p>
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Not following the shipping label instructions above may lead to delays in receiving your exhibit materials.

Helpful hint! Be sure your onsite staff [if different from those who shipped any items] knows exactly how the box was labeled + shipper name and tracking information. There can be a lot of confusion if they don't know the exact name on the boxes.

B. COMPLETE THE SALT LAKE MARRIOTT DOWNTOWN CITY CREEK SHIPPING INFORMATION FORM AND RETURN TO SARAH BAKER, CONFERENCE SERVICE MANAGER, BY EMAIL AT sarah.baker@saltlakemarriottdowntown.com

C. BE AWARE OF HOTEL SHIPPING/HANDLING FEES Receiving Charges

Envelopes	Free
\$5	per package/box up to 100lbs
\$50	Per delivered pallet
\$25	Display case/luggage
\$50	Per crate



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Storage Charges

\$5	per package/box up to 30lbs
\$10	per package/box 30-50lbs
\$10	per package/box 50-100lbs
\$15	per package/box over 100lbs

Special Handling Charges for Hotel Guests: \$25

Charges for Non-hotel Guests: Guest charges noted above x 2

D. RECEIVING YOUR SHIPMENT AT THE HOTEL

For Hotel Guest Package(s) received by the Marriott Hotel, a message is put on the guest's reservation that they have an item in shipping. When they call for it, they sign for acceptance of the package(s) and are given a receipt. Charges are placed on their room folio.

For Non-Hotel Guests package(s) received by Marriott, Package(s) are stored in the shipping office until called upon by Non-Hotel Guest for pickup. Only individuals whose name is on package label may receive and sign for package(s). (Non-Hotel Guest may be asked for proof of identification). A credit card will be required as payment for handling/storage fees.

Audio Visual Equipment / Electric and Internet Orders

If your exhibit tabletop requires any audio-visual equipment or orders for electricity and/or a dedicated wired or wireless internet connection, contact Encore Audio Visual, the in-house audio-visual provider at the Salt Lake Marriott Downtown at City Creek'.

Contact: Michael Storm
Director
PH: +1 801-205-5321
EM: michael.storm@encoreglobal.com