



THE HOTEL HERSHEY EXHIBITOR RULES & REGULATIONS

Shipping Instructions: (applies to UPS, Fed Ex, US Mail, etc.)

Materials shipped to The Hotel Hershey will be accepted 72 hours prior to your arrival. Materials received earlier than 72 hours may be refused or subject to a storage fee. If a group has not contracted a drayage company, The Hotel Hershey will accept exhibit materials 72 hours in advance of exhibit set up date. Please provide tracking numbers for overnight deliveries.

Please address all items being shipped to The Hotel Hershey as follows:

NAME OF CONVENTION

C/o The Hotel Hershey

Hotel Road

Hershey, PA 17033

Attn: Convention Services Department

Hold for "Company Name"

Box 1 of 2/Box 2 of 2 etc.

Delivery Instructions: (applies to Yellow Freight, Roadway, etc.)

In the event you are having items delivered, materials will be accepted 72 hours prior to the event. We require an approximate drop off and pick-up schedule. Items delivered **more than 72 hours prior** may be refused or subject to a storage fee. Vendors will be responsible for pick-up arrangements. The Hotel Hershey must be notified (prior to the delivery) with the following information: the name of the carrier, a tracking number and telephone number of the carrier. Please use the above address for deliveries.

ATTENTION EXHIBITORS/MEETING PLANNERS:

- **Individuals must arrange for shipping items off property**
- **All boxes must be secured and taped closed**
- **All boxes must be labeled with shipping information on packages**
- **Any materials left behind after the event will be charged a storage fee of \$25.00 per day. Items left after one week will be discarded.**

- **DELIVERY TRUCKS MUST BE EQUIPPED WITH A LIFT GATE FOR PICK-UP AND DELIVERY.**