



# Exhibitor Shipping and Receiving Procedures

## OHIO GOVERNMENT FINANCE OFFICERS ASSOCIATION

### THURSDAY SEPTEMBER 16, 2010

To Ensure efficiency and accuracy of client materials being received, the following guidelines must be followed.

All packages are to be addressed as stated below. All packages addressed directly to the client will be delivered to the guest package holding area. Packages are then delivered to the guests room or meeting room upon their arrival. The Following information should be on each container when shipping

**SHIPPING LABEL**

|  |
|--|
| Ohio Government Finance Officers<br>Association-9/16/10<br>C/O Hilton Columbus<br>3900 Chagrin Drive<br>Columbus, Ohio 43219<br><br>Please Hold for: <b>(PUT Name of Company,<br/>         Exhibitor on site contact, Date of Arrival<br/>         &amp; Daytime Phone number)</b> |
|--|

|   |
|---|
| <b>BOOTH INFORMATION</b><br><br>Firm Name: _____<br><br>Booth # _____ Phone # _____<br><br>On site Contact: _____<br><br>Number of Boxes shipped: _____ |
|---|

**RECEIVING**

Due to the limited Storage space in our Hotel we **WILL NOT BE ABLE TO** accept exhibit materials prior to **Monday September 13, 2010**

Exhibit materials, shipped as stated above will be delivered to your exhibit area on **Wednesday September 15, 2010 by 7:00pm**

A fee of \$35.00 per box or \$200 per pallet will be charged to your Credit Card listed below for receiving, delivering, storage, labor and shipping of you exhibit materials.

Please provide Credit Card Information below and fax to 614-416-8444 by **Tuesday August 31, 2010**

**TYPE OF CARD:** \_\_\_\_\_ **CREDIT CARD #** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_

**CARD HOLDERS NAME (PRINT)** \_\_\_\_\_

**CARD HOLDERS SIGNATURE:** \_\_\_\_\_

**SHIPPING**

To ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the clients event.

Federal Express and UPS shipments made directly from the hotel. Clients must have Federal Express Bill of lading and Account Numbers. For UPS returns, the client must issue call tags.

**INSURANCE**

The Hilton Columbus does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

**COD Shipments**

No COD Shipments will be accepted or shipped by or from the Hilton Columbus.