

Exhibitor Shipping and Receiving Procedures

Ohio Government Finance Officers Association

9/17/29-9/20/19



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 Association C/O Hilton Columbus at Easton 3900 Chagrin Drive Columbus, Ohio 43219 Please Hold for: (PUT Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)
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BOOTH INFORMATION Firm Name: _____ Booth # _____ Phone # _____ On Site Contact: _____ Number of Boxes Shipped: _____

RECEIVING

Due to the limited Storage space in our Hotel we **WILL NOT** accept exhibit materials any earlier than **3 days prior to the first day of your event.**

Exhibit materials, shipped as stated above will be delivered to your exhibit area on **the date of your arrival.**

A fee of \$5.00 per box or \$75 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 **no later than 2 weeks prior to the first day of your event.**

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 client's 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.

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