

Exhibitor Shipping and Receiving Procedures

OHIO CHAPTER -- AAOP

APRIL 13--14, 2012



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 Orthotists & Prosthetists
C/O Hilton Columbus
3900 Chagrin Drive
Columbus, Ohio 43219

Please Hold for: **(PUT Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)**

TABLE INFORMATION

Firm Name: _____

Phone # _____

On site Contact: _____

Number of Boxes shipped: _____

RECEIVING

Due to the limited Storage space in our Hotel we ***WILL NOT*** accept exhibit materials prior to April 11, 2012 Exhibit materials, shipped as stated above will be delivered to your exhibit area on ***April 14, 2012***

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 ***(insert deadline for form to be returned)***

TYPE OF CARD: _____ CREDIT CARD # _____ EXP DATE: _____

CARD HOLDERS NAME (PRINT) _____

CARD HOLDERS SIGNATURE: _____

SHIPPING

The 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.