



## *Information for Exhibitors*

*Please pass the following information along to your exhibitors to ensure a successful event.*

### **Pre-Arrival Shipments from UPS, FedEx**

We ask that you bring your materials with you on the day of the event- the Resort has very limited storage space. Should this not be possible, we can receive limited shipments **no more than three days prior** to the show. Due to the high volume of guests that receive packages, it is very important to label all shipments properly. Shipments not labeled correctly may be refused or returned by the shipping company. Sunriver Resort does not take responsibility for returned/refused items. Please label the boxes with the following information:

Great Hall Complex / Sunriver Resort  
57081 Meadow Road  
Sunriver, Oregon 97707  
Conference Name:  
Hold for:  
Box # of #

### **Pre-Arrival Shipments from USPS**

Anything shipped through the USPS must be directed to the following address. Shipments not labeled correctly may be refused or returned by the shipping company. Sunriver Resort does not take responsibility for returned/refused items.

Guest Name  
Sunriver Resort  
P.O. Box 3609  
Sunriver, OR 97707

### **Outbound Shipping** (handling fee applies)

All materials that need to be shipped out must be brought to the Convention Office with an accompanying Sunriver Shipment Form. It is your responsibility as an exhibitor to make arrangements for material pick-up prior to the conclusion of the exhibition. We ship with FedEx and UPS (express and ground) regularly. Please make your own arrangements with other shippers. Sunriver Resort is not responsible for any packages left in the exhibit area. Attaching pre-made labels in advance will ensure swift and accurate delivery of your booth/materials to its next destination. **\*\*NOTE:** there is a \$12.00 handling fee assessed for each package being shipped out through the business center.

### **Equipment and Electrical**

Sunriver Resort is happy to provide any special equipment, electrical hook-up or wireless access you may need (additional charges may apply). Please notify the meeting planner for your convention prior to your arrival if you have these types of needs.

### **Food and Beverage**

No food or beverage may be brought from an outside source. If you wish to serve refreshments please contact the meeting planner for your convention to make arrangements with the Resort.

### **Garbage**

Please collapse all of your boxes, as emptied, and place discretely out of view. Trash not properly disposed of creates a hazard for you, the other exhibitors and the attendees. Please ask our crew for help if needed.

### **Security**

Sunriver Resort is not responsible for any lost, damaged, or stolen articles. The Resort recommends removing valuable materials when you are not at your booth.

**We look forward to a successful event.  
If you have any questions please contact your meeting planner or  
call us directly at (541) 593-4605.  
We look forward to your arrival.**