

4700 Airport Plaza Drive, Long Beach, CA 90802

Tel: 562-425-5210

**ATTN: EXHIBITORS**

**SHIPPING AND RECEIVING PROCEDURES**

**ADDRESS LABELS AS FOLLOWS**:

Marlene Robbins, Long Beach Marriott

c/o Your Exhibitor Name

Company Name and Date(s) of Event

4700 Airport Plaza Drive

Long Beach, CA 90815

**Receiving**: All Materials should be received within (3) days of the event. Exhibitors will be charged a handling /storage fee for each day beyond the 3-day grace period.

**Incoming & Outgoing fees**: Fees are charged for storage more than 3 days prior to event and/or for storage more than 24 hours after event.

* Packages and Boxes $5.00
* Self-contained display unit/cases $25.00
* Pallets or oversized containers $50.00 & up. (There is no grace period for all pallets or oversized containers).

**The Hotel Loading dock is available**:

Mon-Fri 7am-3pm; Sat 7am-3pm (advance notice only); and Sun advanced notice required.

**Shipping**: Prepare Packages to be mailed out with proper labeling. Call and arrange for pick up day after event, with your carrier. Leave Materials with Hotel Staff.