

Welcome Exhibitors!

- **SHIPPING:** We have limited storage for guest packages so we ask that you refrain from shipping materials more than 3 days prior to the date of the event. **THIS DOES NOT INCLUDE FREIGHT ITEMS OR ITEMS SHIPPED ON PALLETS.** Please see the Freight Shipment section below. Packages will be stored in the luggage storage room at the front desk. Upon arrival, please notify our Front Desk staff you have packages to pick up. Unfortunately, we do not have additional staff available to deliver your materials to your room or exhibitor booth. When shipping materials to the Embassy Suites for a show, the following information must be included on each package:

ATTN: “Your Company’s On-Site Contact”

Attending “Name of Conference”

13700 Conference Center Drive South

Noblesville, IN 46060

- **OUTGOING SHIPMENTS:** UPS & FedEx do not have scheduled stops to pick up packages from our location. Therefore, should you need to ship materials back to your office at the conclusion of the show, please schedule a pick-up with the shipping company within 72 hours of the event conclusion. If you need to print shipping labels or other materials, these items can be printed from our business center located in the Atrium. Materials not picked up within 72 hours from the conclusion of your event will be discarded.
- **LOADING IN / OUT:** The hotel has (1) dock to receive all shipments needed for hotel operation and at times it can be quite busy. Companies needing to use the dock to unload must have a truck with a lift gate as the driveway leading to the dock slopes for semi deliveries. As you are un-loading/loading your equipment, please be mindful that others might be waiting for access to the dock. We ask that you be quick and not leave your vehicle parked at the dock for extended times. The hotel does not have equipment such as dollies or pallet jacks to loan vendors. Please make certain you bring the necessary equipment needed to move in / out of the exhibit space.

If you do not need access to the dock, you can unload/load into the Waters Ballroom on the north side of the building. Upon your arrival, please notify banquet staff which doors you’ll be needing access to as there is no way to open the doors from the outside of the building. Once your materials are in the hotel, we ask that vendors park in the northern most parking lot. This will free up the closer parking spots for the attendees.

- **FREIGHT SHIPMENTS:** As noted above, we have limited storage space and our dock area is not very large. Materials being shipped via freight service will **ONLY BE RECEIVED** on the scheduled “Load In Day” of your event and **MUST BE PICKED UP** on the “Teardown Day. Items received early will be turned away by the hotel and subsequent fees will be passed on to the exhibitor. Materials remaining after “Teardown Down Day” will be assessed storage fees. If you are shipping your materials via UPS Freight, please note the drivers will **NOT** unload your shipment unless they are instructed to do so within your order. If you will not be here to receive & unload your shipment at the time of delivery, please make certain to include unloading instructions when arranging delivery. Please note there may be additional charges for them to unload your materials. If delivery arrangements are not made in advance, any delivery fees charged to The Embassy Suites by Hilton Noblesville Conference Center will be passed on to the vendor.
- **POWER / AV EQUIPMENT NEEDS:** Attached is the Exhibitor Order Form. Equipment orders received in advance of the scheduled move in date will be set & ready in your assigned exhibit space. Orders received day of move in are subject to 20% “Day of Event Order Fee”. Your credit card will be charged the day of the event and a receipt will be emailed to the address noted on the form.