

## **HILTON GARDEN INN SHIPPING AND RECEIVING:**

(If you have registered as a bag insert exhibitor, do not ship your materials to the hotel. You will ship your materials directly to the WSU Conference Office.)

Items may be shipped directly to the Hilton Garden Inn for storage prior to the conference.

### **GUIDELINES**

- Items should be shipped to arrive at the hotel on or after March 28.
- Items should be addressed to you and marked "HOLD for GOVERNOR'S PUBLIC HEALTH CONFERENCE on March 29, 2023."
- The hotel address is Hilton Garden Inn, 410 S. 3rd Street, Manhattan, KS 66502. It is the vendors' responsibility to arrange return shipping.
- Please do not ship items more than two days prior to your scheduled conference.
- Additional charges may apply to packages larger than 3x5 feet and/or items that are on-site for more than two days prior to or post event.

Please note that none of the shipping companies will pick up a parcel if they have not been called specifically for that package. Please bring your own shipping label with your account number for billing purposes. You must call for UPS or FED EX for pick-up prior to your departure.