



PARK CITY

Information for Exhibitors

Arrival:

Freight must arrive between the hours of 8:00 a.m. and 4:00 p.m., Monday – Friday and may not arrive more than five (5) days prior to the start date of the conference. Any shipment arriving greater than 5 days in advance will be charged a \$25.00 storage fee per shipment per day. All shipments are delivered to the Grand Summit Loading Dock.

We understand that some freight requires special delivery. There is a freight delivery door located in the Kokopelli Ballroom. Please check with the Conference Services Manager to see if the door is available to accept the deliveries. Only deliveries with prior approval by the Conference Services Manager will be accepted at this location. Due to the heated pavement leading up to this door, there are weight restrictions on vehicles delivering to this area only. Semi Trucks are prohibited to enter the Grand Summit Hotel Arrival Drive. Forklift services are also available for special deliveries and must be pre arranged a month in advance. Please note this is only for items that cannot be moved through the hotel.

Shipping

Address:

**Attn: On-Site Recipients Name
Group Affiliation, Exhibitor**
The Canyons Resort
4000 The Canyons Resort Drive
Park City, UT 84098
Phone: (435) 615-8040

Each item should include the following information on their labels:

A) Recipients name i.e., hotel guest, function attendee. *Please only address packages to the Hotel Contact Person if the package is specifically meant for their use.*

B) Function/Event Name

C) Return Address. *All items not claimed within 15 days are returned to the sender. If a return address is not listed on the package, the item will be disposed of.*



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Packaging Requirements:

2 ½' L x 2 ½' W x 4' H

100-pound weight limit per crate or box

Freight may not be moved through the hotel by pallet jack or forklift. When preparing your shipment, please keep in mind that all freight will need to be moved by hand or on a bell cart and must be able to fit in a standard hotel elevator.

Guests will be responsible for their own packaging. The packaging must meet the carrier's standards or they will not pick up the item.

The Hotel will not be responsible for damages due to improper packaging or shipping costs of items returned to us by the carriers of non-deliverable items.

Any item that is not picked up by the carriers or returned due to improper information will be disposed of after 15 days if we are unable to contact the shipper.

Inbound Shipment:

Delivery Guaranteed Times:

Early AM UPS & First Overnight FedEx – 10:00 AM

FedEx Priority & UPS Next Day Air – 10:30 AM

FedEx Standard Overnight, UPS 2nd Day & UPS Ground – 3 PM

Recipients may contact the Bell Staff for package retrieval and delivery.

Outbound Shipment:

As a courtesy to our guests we provide a daily pick up for UPS and FEDEX packages. **Pick up time is scheduled for 3:00 PM Monday through Friday only.** All other carriers must be called to schedule a pick up, and there are no pick-ups on Saturday, Sunday or Major Holidays.

Ultimately, it is the sole responsibility of the exhibitor to take care that his/her shipments get picked up, either on their own or by notifying a member of the bell stand staff. The hotel shall not be responsible for items, boxes, and etc. that are left in the exhibit space.

All items brought to the Shipping Area require an address label or shipping document on each item. If you do not have your own pre-printed labels, UPS and FEDEX shipping documents are available at the Bell Stand or Front Desk for your convenience.

International Shipping:

Canyons does not provide international outbound shipping including Canada and Mexico. Exhibitors are encouraged to contact an offsite shipping facility.

Each label/shipping document is required to have:

A) Shippers name, address, and phone number

Phone number and contact person are very important in case there is a problem with the shipment and we need to contact the shipper.

B) Recipients name, complete address and phone number

C) Payment information, carrier account number or credit card must be listed or the carrier will not pick up the item.



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Handling

Fees:

Small Boxes: \$3.00 (Up to 12"x12"x17"; less than 20lbs)

Medium Boxes: \$5.00 (Up to 36"x36"x36"; between 21 and 51lbs)

Large Boxes: \$10.00 (Up to 72"x30"x30"; between 51 and 100lbs)

Pallets and Crates: Flat \$50 per item

Individual Items in excess of 100lbs will be billed \$0.10/lb

*Additional fees based on weight and size may be assessed for oversized shipments.

Handling Fees will be charged to the recipient's hotel room bill. If the recipient is not a hotel guest the recipient will be required to fill out a conference drayage form and provide a credit card to which the charges will be billed.

INCOMING FREIGHT (*Best way for larger shipments*)

\$50.00 per pallet up to 2,000 lbs

\$125.00 per day forklift service (must be arranged at least a month in advance)

NOTE:

Exhibitors with large amounts of packages and/or oversized, heavy items should be encouraged to ship by freight companies on pallets. This will save them money and help us in keeping it all organized.

Be aware that The Canyons is not an exhibition hall and therefore has limited storage space for group shipments.

While

Exhibiting:

Existing power is provided complimentary in the exhibit hall. Additional power can be provided with a 10 day notice. Exhibitors should plan on bringing their own extension cords and power strips. However, should any exhibitor need to rent power strips and / or extension cords, they should contact the in house audio visual company, 5- Star Audio Visual. 5-Star A/V can be contacted via phone at 435.604.3199 or email sriggs@five-starav.com.