



**Shipping Instructions:**

1. Ship packages to arrive no earlier than five days prior to setup. The hotel has limited space and boxes that arrive earlier will not be accepted.
2. All outgoing boxes must be packed, sealed, and labeled by exhibitor.
3. Guests can ship out by taking packages to the front desk by 6:00 p.m. on teardown day (Monday-Friday); weekend shipments will be stored until Monday. Guest will need to provide credit card or UPS/FedEx account for all shipping charges. Guest will also need to schedule a pickup with UPS/FedEx prior to bringing the box to the Front Desk.
4. If you are shipping an item that requires special handling and/or is heavier than (200) pounds, please contact your conference services manager at least one week in advance. The hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made.

**Please Address Incoming Packages as Follows:**

HOLD FOR: Mr./Mrs. Contact Name and Exhibitor Company Name (if applicable)

Meeting Name and Start Date

The Sheraton Virginia Beach Oceanfront Hotel

3501 Atlantic Avenue, Virginia Beach, VA 23451