

## Exhibitor Shipping Information Sheet

**dg expo San Francisco - November 27 & 28, 2018**



### **SHIP TO & Packing Label Information:**

**Hilton San Francisco Financial District**

750 Kearny Street, San Francisco, CA 94108

Attn: Anthony Wong, Convention Services

For: DG EXPO / November 27 & 28

YOUR COMPANY NAME / Space # / indicate number of packages, e.g. 1 of 4, 2 of 4, etc.

**Arrival Date:** Packages may arrive up to 3 days prior to the event. Packages received earlier will be billed an additional \$10 per day, per package - see notes below.

### **FEES for Processing Shipments:**

#### **Delivery to the Hilton**

Rates are Per Box/Package/Pallet

under 30 lbs. = \$15 per box

31-100 lbs. = \$50 per box (bag, suitcase, package, etc.)

100+ lbs or pallet = \$100

*For pallet shipments call us for permission & additional details.*

#### **Outbound Shipping from the Hilton**

\$15 per box (1-100lbs)

request pallet charge information.

**NOTE:** If you are shipping materials contact us at [exhibitor@dgexpo.net](mailto:exhibitor@dgexpo.net) subject: shipment

**The hotel will not release boxes for delivery to your space without payment.**

Send shipment details to us so that our staff may facilitate delivery of your shipment to your exhibit space and provide payment info.

It is your responsibility to track your packages. The show assumes no responsibility for lost packages.

Note - Charges are the same for all DG Expo Exhibitors - the hotel charges the same fees for Hotel Guests (There is an additional \$5 per box charge for deliveries to a guest room). In bound shipping fees include storage for up to 3 days prior to the show only. Packages stored for 4+ days will be assessed an additional \$10 storage fee per day per box.

*Please make sure there is someone in your company responsible for tracking your packages. We suggest every shipment have a tracking number and that you verify it was delivered to the Hilton. Also make sure you have proper labels to ship out your materials.*

### **ARRIVING with Suitcase/Boxes, etc.**

Hilton Bell Staff, with luggage carts, are available at the entrance to the Hilton on Kearny Street. You may drive in off the street. Valet Parking is available if you are arriving by your own car. If you have more than a rolling suitcase, then plan some extra time to get someone to assist you.

### **MOVE OUT HOURS & Instructions**

**Exhibitor move out hours are from 5:15PM to 6:30PM on Wednesday, November 28.**

**Exhibits must remain in place until the close of the show at 5PM on Wednesday.**

Buyers will be on the Exhibit Hall Floor till 5PM or later if they are visiting/writing business with an exhibitor. Remember the hotel will charge you for storage and pick up. You are responsible for making sure your carrier picks up your package/s from the Hilton. Please leave your shipments in your space with labels attached. The hotel bell staff will take them to storage until picked up by your carrier.

*DG Expo takes no responsibility for your shipments, tracking, or payment of any shipping/ delivery related charges. Please write to [exhibitor@dgexpo.net](mailto:exhibitor@dgexpo.net) - if you have any questions. Thank you!*