



2015 KACP Trade Show & Training Conference

May 11-14

**Hilton Garden Inn Hotel
410 S. 3rd St.
Manhattan, KS 66502
785-532-9116**

Exhibitor Materials Shipping Instructions

In the event vendors need or prefer to ship materials to the trade show location, in advance of the arrival of their company representatives(s), the following guidelines are provided.

Packages should not arrive at the Hilton Garden Inn Hotel earlier than 3 business days before the trade show activities.

All packages must be securely sealed and must contain the **exhibiting company's name and the name of the attending representative who will claim such.**

Materials should be shipped to the above address with the following note. **"KACP Conference May 11-14, Attention: Hilton Garden Inn Hotel, (785-532-9116)".**

If possible, materials should be sent requiring no receipt signature by the hotel.

Return shipping labels and instructions should be prepared in advance and provided to hotel staff prior to your representative's departure.

Each box/package sent for you by the hotel will be charged accordingly:

- Standard Sized Box- \$2.00 per box
- Large/Oversized Box- \$4.00 per box

Please contact the hotel by phone at 785-532-9116 regarding any special shipping arrangements.

Exhibit set-up begins at 7:30 Tuesday morning, May 12th.