



THE HOTEL HERSHEY EXHIBITOR RULES & REGULATIONS

Shipping Instructions: (applies to UPS, Fed Ex, US Mail, etc.)

Materials shipped to The Hotel Hershey will be accepted **72 hours prior to your arrival**. Items delivered **more than 72 hours prior may be refused or subject to a storage fee**.

Please address all items being shipped to The Hotel Hershey as follows:

NAME OF YOUR CONVENTION

Attn: Hollynn Paul (Hold for-Name of Conference/booth)
C/O The Hotel Hershey
100 Hotel Road
Hershey, PA 17033
Box 1 of 2/Box 2 of 2 etc.

Large Load Shipping Instructions: (Applies to Yellow Freight, Roadway, etc.)

In the event you have items delivered, materials will be accepted no earlier than 24 hours. Items delivered prior to 24 hours may be refused or subject to a storage fee. The Hotel Hershey requires an approximate drop-off and pick-up schedule. **All large and pallet deliveries require a lift gate on the delivery vehicle. Pallet deliveries will need broken down outside due to elevator size.**

Pick Up Instructions:

If you plan to ship items out after your event has concluded, your box must be secured and have a shipping label adhered. These can be left at your booth and will be taken down to our mail room for pick up after your event.

***Please note UPS and FedEx do not have scheduled pickups at the hotel Hershey. When your label is created, "Scheduled Pick Up" must be selected. If label has been generated without scheduled pick up selected, you must call UPS OR FedEx to schedule pick up and pay applicable charges.*

FedEx- 1 (800) 463- 3339

UPS- 1 (800) 742- 5877

Exhibitors and Meeting Planners: Any materials left behind after the event will be charged a storage fee of \$25.00 per day. Items left after one week will be discarded.

Please call (717) 534- 8813 and ask to speak to Conference Services for any additional questions.

Any property brought on the premises of The Hotel Hershey and left at the conclusion of the event, shall be at the sole risk of the patron and their guests. The Hotel Hershey will not be liable for any loss or damage to any such property for any reason.