

EVENT SHIPPING INFORMATION

Shipping TO the Hotel

Delivery Schedule

- Please do not schedule deliveries more than 3 days before the conference/event.

Multiple Packages

- For multiple packages not on a pallet, please number the boxes (e.g., 1 of 4, 2 of 4, etc.).

Drop-off Point

- Deliveries should be made to the Security entrance on the south side of the building, located on 'L' Street, between 12th and 13th streets.
- The hotel does NOT have a loading dock. Large or heavy deliveries must be in a truck equipped with either a lift gate or a ramp.

Contact Upon Arrival

- Upon arrival, please call the hotel at (402) 474-7474 to have hotel staff meet the truck at the Security entrance.

Pallet Jacks

- The hotel has pallet jacks available to move pallets as needed.

Storage

- All materials will be stored until vendors/exhibitors arrive and contact hotel staff to retrieve. Storage fees may apply.

Handling Charges

- Handling charges may apply for shipped items unless specified otherwise in the contract.

Shipping FROM the Hotel

Client Responsibilities

- At the conclusion of the event, clients are responsible for re-packing materials, attaching shipping invoices, and contacting shipping companies for pickup.

Moving to Pickup Area

- Once materials are packaged and labeled, hotel staff will move the items to the designated pickup area.
- Bring small packages to the Front Desk for handling.