



SONESTA RESORT  
HILTON HEAD ISLAND

## AWIR 2019 National Meeting EXHIBITOR GUIDELINES

To ensure a successful exhibit show, the following guidelines have been established.

1. The following address is to be used when sending packages to the Resort for conference/trade show usage:

Sonesta Resort Hilton Head Island  
130 Shipyard Drive  
Hilton Head Island, SC 29928

***HOLD FOR: Recipients Name and Company Name (under which the booth is booked) /  
AWIR 2019 National Meeting, August 15-18, 2019***

***Box(s) \_\_\_\_\_ of \_\_\_\_\_ (multiple boxes MUST be numbered)***

***ATTN: Diane Hardy***

2. Handling/storage fees will be assessed for all parcels sent directly to the Resort. If applicable, please complete and return the attached payment form directly to the Catering/Conference Services Department.
3. Please ship items to arrive no earlier than (7) days prior to the event. Please note that for shipments scheduled to arrive on the day of event, standard daily delivery times are typically between 1:00 PM and 4:00 PM based on carrier and there is no guarantee of early delivery.
4. Resort will deliver shipped items directly to the exhibiting area which is carpeted. If your item cannot be located, please contact resort staff at extension 7733 and have tracking information available.
5. Due to the limited amount of storage space and receiving capabilities, the Resort is unable to accept any shipments that exceed 100 pounds. Arrangements for shipping exhibit materials that exceed this limit should be made through the following:

**Blue Chip Expo**

**118-B Mathews Drive**

**Hilton Head Island, SC 29926**

**Phone – 843-681-4545**

**Fax – 843-689-5959**

**Scott Lee, Manager**

***NOTE: Payment for any such arrangements are payable directly to Blue Chip Expo and are the responsibility of the individual***

6. The Resort reserves the right to refuse any boxes which may be labeled unclearly and inaccurately, appear damaged or tampered with, or are in excess of our limited storage/weight guidelines.
7. For return shipping, please secure your packages in the exhibiting area and resort staff will pick them up. You must provide shipping labels with appropriate account numbers for item being shipped. Blank shipping labels can be provided for select carriers. Please contact resort staff for assistance.

Should you wish to pay the Resort directly for postage/shipping costs, a \$5.00 per item surcharge is applicable.

8. In keeping with Resort policy, no food or beverage may be served in the exhibit area unless it is provided by the Resort. This includes complimentary snacks and beverages. Please contact Diane Hardy, Director of Catering at [dhardy@sonesta.com](mailto:dhardy@sonesta.com) to arrange the purchase of these items.

9. Security is not provided. Resort is not responsible for the loss or damage of any exhibitor materials or equipment left unattended in public areas or in meeting rooms.
10. In order to preserve the integrity of the Resort and to comply with local fire codes, all signage, displays or decorations and their set-up are subject to approval by the Resort and applicable fees will be assessed. No pins, tape or nails may be used to affix any items to the walls or fixtures of the facility. All signage must be professionally printed at the group's expense. Signage must comply with these regulations or they will not be permitted.
11. For vendors that will personally be delivering large display items and equipment to the Resort, the driving directions and additional load-in guidelines are as follows:

**Driving Directions to Loading Dock Area**

- Exit I-95 in South Carolina - Exit 8 (Highway 278). Head East on Highway 278 (towards Hilton Head Island). From this point it is approximately 18 miles to the Wilton Graves Bridge and Hilton Head Island.
- Once on the Island (& after the second traffic light) get into the left lane and take the **\*\*CROSS ISLAND PARKWAY\*\*** (\$1.25 toll). The Parkway ends at a traffic light and turns into Palmetto Bay Road. This is about a mile from the Sea Pines Circle.
- As you approach the Circle get into the left lane. Exit the circle onto Pope Avenue (2nd exit).
- Follow Pope Avenue until it dead ends at the next traffic circle. Stay in the left lane and exit the circle on to North Forest Beach Road (3<sup>rd</sup> exit). Continue on North Forest Beach Road until it dead ends. The loading dock of the Sonesta Resort will be on your left.

**Additional Guidelines**

***\*Upon arrival, the Resort staff will direct you to your designated set-up area***

***\*All unloading MUST be done from this area / Unloading from front of resort is prohibited***

***\*Parking is allowed at the rear of the hotel with approval***

***\*Designated guest parking areas are located in the front of the hotel***

***\*The height of the loading dock is 30" and there is no ramp or hydraulic lift***

***\*Maximum width of load-in corridors is 5'***

***\*Maximum clearance through any doorway or corridor is 6.5'***

***\*Resort does not provide hand trucks, pallet jacks or dollies***

***\*All persons must be properly attired and presentable when in public areas of the hotel***

***\*Employee dining and break areas are for hotel employees ONLY***

***\*Resort reserves the right to refuse access to any individuals that do not adhere to these rules and regulations***



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## Exhibitor Order Form

- This form is for services and/or equipment available only by the Sonesta Resort
- Complete and return form and fax or scan/email back to:

<b>Hotel Contact Info:</b>	<b>Name:</b> Diane Hardy <b>Phone:</b> 843-341-1857 <b>Fax:</b> 843-842-9975 <b>Email:</b> <a href="mailto:dhardy@sonesta.com">dhardy@sonesta.com</a>
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- Payment must be received along with request. On-site payments not accepted
- Requests must be received (10) days prior to scheduled event – After this date additional fees will apply

<b>On-Site Contact:</b>	
<b>Booth / Company Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	

**Credit card information – Payment for requested items will be posted at time of receipt:**

<b>Credit Card Type:</b>	
<b>Credit Card Number:</b>	
<b>Credit Card Expiration:</b>	
<b>Secure ID (if applicable):</b>	
<b>Card Holder's Name:</b>	
<b>Card Holder's Signature:</b>	
<b>Card Holder Contact Info:</b>	

Quantity	Requested Item	Cost *(10) days or more prior to event	Cost *Less than (10) days from event
	110-volt outlet	\$45.00 each / one-time fee	\$90.00 each / one-time fee
	Easel	\$25.00 each / one-time fee	\$50.00 each / one-time fee
	Enhanced WIFI (basic WIFI complimentary)	\$40.00 each / one-time fee	\$80.00 each / one-time fee

**Handling/Storage Fees for Items Shipped to Resort:**

	Standard Parcel	\$15.00 each
	Rolling Case/Crate	\$30.00 each
	Pallet	\$75.00 each

Please check if applies	Requested Item
	<b>Banquet and Catering Menu</b> For food and beverage offerings from booth
	<b>PSAV Audio Visual Pricing Guide</b> For AV needs provided through the resort

- All prices are subject to a 23% administrative fee & applicable SC sales tax
- If company is tax exempt in South Carolina please provide supporting documentation at time of submission so that the resort may verify before payments are processed. If supporting documents are not submitted with this form there is no guarantee that tax exemption will be verified by time of receipt.