



SONESTA RESORT  
HILTON HEAD ISLAND

## AWIR 2020 National Meeting Exhibitor Guidelines

To ensure a successful exhibit, the following guidelines have been established to assist in your planning.

1. The following shipping address is to be used when sending exhibits and packages to the Sonesta Hotel for AWIR's National Meeting exhibit.

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

**HOLD FOR:** Company Name (under which the exhibit booth is booked)  
Recipients Name on-site  
AWIR 2020 National Meeting, August 13-16, 2020  
Box(s) \_\_\_\_ of \_\_\_\_ (multiple boxes MUST be numbered)

2. Handling/storage fees will be assessed for all parcels sent directly to the Sonesta Hotel. 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 August 6, 2020 (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. Sonesta staff will deliver shipped items directly to the company exhibit booth in Salon ABCD on August 13<sup>th</sup>. Please note that exhibiting area is carpeted so please don't ship carpeting. If your item cannot be located, please contact Sonesta Shipping staff at extension 7733 and have tracking information available.
5. Due to the limited amount of storage space and receiving capabilities, the Sonesta Hotel is unable to accept any shipments that exceed 100 pounds. Arrangements for shipping exhibit materials that exceed this limit should be made directly through the following company:

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 Sonesta Hotel 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 at the end of the meeting on August 16, please secure your packages in the exhibiting area and Sonesta staff will pick them up. You must have shipping labels attached with appropriate account numbers for item being shipped. Blank shipping labels can be provided for select carriers. Please contact Sonesta staff for assistance.

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

8. In keeping with Sonesta policy, no food or beverage may be served in the exhibit area unless it is provided by the Sonesta Hotel. 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. The Sonesta Hotel 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 Sonesta Hotel 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 Sonesta Hotel, 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 Sonesta 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'***
- \*Sonesta Hotel 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***
- \*Sonesta Hotel 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 Hotel
- Complete and return form and fax or scan/email back to:

|                            |  |
|----------------------------|--|
| <b>Hotel Contact Info:</b> | <b>Name: Diane Hardy</b><br><b>Phone: 843-341-1857</b><br><b>Fax: 843-842-9975</b><br><b>Email: <a href="mailto:dhardy@sonesta.com">dhardy@sonesta.com</a></b> |
|----------------------------|--|

- 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>  |  |

| <b>Quantity</b> | <b>Requested Item</b>  | <b>Cost<br/>*(10) days or more prior to<br/>event</b> | <b>Cost<br/>*Less than (10) days from event</b> |
|-----------------|------------------------|---|---|
|                 | <b>110-volt outlet</b> | <b>\$45.00 each / one-time<br/>fee</b>                | <b>\$90.00 each / one-time fee</b>              |
|                 | <b>220-volt outlet</b> | <b>\$75.00 each / one-time<br/>fee</b>                | <b>\$150.00 each / one-time fee</b>             |
|                 | <b>Easel</b>           | <b>\$25.00 each / one-time<br/>fee</b>                | <b>\$50.00 each / one-time fee</b>              |

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

|  |                               |                     |
|--|-------------------------------|---------------------|
|  | <b>Standard Parcel</b>        | <b>\$15.00 each</b> |
|  | <b>Rolling<br/>Case/Crate</b> | <b>\$30.00 each</b> |
|  | <b>Pallet</b>                 | <b>\$75.00 each</b> |

|                                    |   |
|------------------------------------|---|
| <b>Please check if<br/>applies</b> | <b>Requested Item</b>   |
|                                    | <b>Banquet and Catering Menu<br/>For food and beverage offerings from booth</b> |

|   |
|---|
| <b>PSAV Audio Visual Pricing Guide</b><br><b>For AV needs provided through the resort</b> |
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- **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.**