



Pre-Event/Meeting Information for Exhibitors & Vendors

*Please share the following information with vendors
and/or exhibitors to ensure a successful event.*

Welcome to Convention Services at Sunriver Resort! We look forward to assisting you with your convention needs to ensure your participation in this event is successful. If you have any questions or need assistance, please contact your meeting planner or call us directly at (541) 593-4605. We look forward to your arrival.

With guests and groups constantly visiting Sunriver Resort, we have limited storage capacity and can only store display and/or exhibit materials for a brief time. Fees will be assessed for displays and materials that require additional storage and handling according to the following schedule:

Arrival more than two days before event	\$5.00 per item per day
Return more than one day after event	\$5.00 per item per day
Pallet storage upon arrival	\$50.00 per pallet per day

****Note: Sunriver Resort does not have a loading dock, pallet jack, or pallet wrapping supplies. All supplies must be provided by the shipper or shipping company.***

INCOMING SHIPMENTS

To avoid misplaced/lost items, each incoming and outgoing piece MUST be clearly labeled with the following information:

- Conference / meeting name
- Conference / meeting dates
- Name of individual contact with a lodging reservation at Sunriver Resort

Shipments missing required information and labeled incorrectly may be returned/refused. Sunriver resort does not take responsibility for returned/refused items. Adhering to the following labeling examples will help ensure the safe arrival of packages:

UPS, FedEx, or Trucking Companies:

Great Hall Complex / Sunriver Resort
57081 Meadow Road
Sunriver, Oregon 97707
Conference Name:
Conference Dates:
Hold for:
Box # of #

US Postal Service:

Guest Name
Conference Name / Dates
Sunriver Resort
P.O. Box 3609
Sunriver, OR 97707

EQUIPMENT AND ELECTRICAL

Sunriver Resort is happy to provide any special equipment, electrical hook-up or wireless access needed (additional charges may apply). Please notify the meeting planner for convention needs prior to arrival.

FOOD AND BEVERAGE

No food or beverage may be brought from an outside source. To serve refreshments please contact the meeting planner for the convention/meeting to make arrangements with the resort.

GARBAGE

Please collapse all empty boxes and place discretely out of view. Trash not properly disposed of creates a hazard other exhibitors, attendees, and other hotel guests. Please ask Sunriver Resort staff for help if needed.

SECURITY

Sunriver Resort is not responsible for any lost, damaged, or stolen articles. The resort recommends removing valuable materials from booths and displays when not present.

Exhibitor Return Shipping Information

Please read the following information to ensure exhibit materials and displays reach their destination after the conference. The Business Center in the Great Hall handles return shipping. If possible, please complete return shipping arrangements during Business Center hours from 8:00 AM to 5:00 PM, Monday through Friday. For assistance at other times, please contact the Convention Services Office next to the Business Center.

EVERY outgoing shipment **MUST** be accompanied by a **Sunriver Resort Return Shipping Services Form** regardless of shipper. A handling fee applies to **EACH** outgoing parcel.

Please complete the Return Shipping Services Form for each destination to the Business Center in the Great Hall. Multiple parcels going to the same destination require only one form.

For those without UPS or FedEx accounts and pre-arranged return shipping, Sunriver Resort can provide FedEx and UPS (express and ground) shipping. Exhibitors must make arrangements for any other shipper, including trucking companies. For those with pre-arranged return shipping, attaching pre-made labels in advance will ensure swift and accurate delivery of displays and materials to the next destination.

Outgoing shipping / handling fee: \$15.00 per box/item plus actual shipping charges
Sunriver Resort is not responsible for any items left in the exhibit area.



BUSINESS CENTER RETURN SHIPPING SERVICES

PLEASE NOTE: THERE IS A PER ITEM HANDLING FEE TO SHIP FROM THE GREAT HALL.

Please clearly print the following information:

RECIPIENT'S NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
TELEPHONE: _____
EMAIL: _____

Please clearly print the following information:

SENDER'S NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
TELEPHONE: _____
E-MAIL: _____
EMAIL: _____

SHIPPING

Sunriver Resort will schedule a pick up upon completion of this form and handling fee has been paid

☐ Fed Ex ☐ UPS
☐ Priority Overnight ☐ Standard Overnight
☐ Second Day ☐ Express Saver ☐ Ground

of Packages: _____
Declared Value: _____ (Free for up to \$100)
Signature Upon Delivery Required: ☐ Yes ☐ No
Tracking #: _____

ACCOUNT INFORMATION

FedEx Acct#: _____
UPS Acct#: _____
Origin of Account Zip Code: _____

PACKAGE DETAILS

Package Weight: _____ lbs.
Package Dimensions: L _____ W _____ H _____

OFFICE USE

Date Completed: _____
Completed By: _____
HANDLING FEE
Number of Items: _____ X \$15.00 per Item
Total Handling Fee: \$ _____
SHIPPING CHARGE
Actual Shipping Charge: \$ _____

TOTAL SHIPPING / HANDLING: \$ _____

Sunriver Resort Business Center
57081 Meadow Road
Sunriver, OR 97707
(541) 593-4605 Phone
(541) 593-2742 Fax

PAYMENT INFORMATION

☐ Cash ☐ Master Account # _____
☐ Check ☐ Room # _____
☐ Credit Card Type _____ Last 4 _____
☐ Other _____
Notes: _____