

SHIPPING INFORMATION & GUIDELINES

APTS 2024 Public Media Summit

Monday, February 26 – Wednesday, February 28, 2024

SHIPPING LABEL (sample attached)

The following must be included on **each and every** box:

Hotel: Salamander, Washington D.C.
1330 Maryland Ave SW, Washington, D.C. 20024 United States

Phone: (877) 401-9818

Attn: *Kate Murphy Senior Conference Services Manager*

Group: APTS 2024 Public Media Summit

Sponsor/Exhibitor: (Your Company Name)

Booth #: (Assigned Booth # if applicable)

On-Site Contact: (Your on-site contact)

Materials: (List of what is in the box i.e., Booth Giveaway, Tote Bag Insert, etc.)

Box Count: (example 1 of 2; 2 of 2)

SHIPPING FORM

Complete and return the last page of this document no later than February 21, 2024.

BOX SHIPMENTS

Boxes (cardboard boxes) may be shipped to Salamander, Washington D.C. at the above address, however, they must not arrive any earlier than Monday, February 19. Salamander, Washington D.C. will store your boxes until your arrival.

FREIGHT SHIPMENTS (Crates)

You will be responsible for consignment of all freight shipments. In addition, Salamander, Washington D.C. does not provide any exhibitor crate storage on site. We suggest you contact a freight transportation company to handle your move-in and move-out storage. COD shipments will not be accepted unless specific instructions have been made in advance.

IMPORTANT NOTES & INFORMATION:

Sender is solely responsible for any Hotel Handling Fees associated with this delivery. APTS will not pay for these boxes to be delivered to you. You will be provided a summary of your handling fees onsite by hotel personnel. Charges can be charged to your room or paid with a credit card.

- Per box handling fee, plus 6% tax:
 - \$10 – Large Box (25"x25")
 - \$125 – Pallets/ Crates
- All items/boxes MUST be labeled as noted in SHIPPING LABEL section in order to guarantee that they will be delivered to our attention.
- Incoming boxes will be accepted no earlier than Monday, February 19.

RETURN SHIPPING

FedEx has a regular daily pick-up from the Salamander.

Please make sure your packages are:

- Properly Addressed
 - Do NOT use the hotel address as the return address
- Prepaid
- Labeled (Please ask Julia Horville if you need FedEx labels)
- **For carriers other than FedEx, contact your shipper to arrange a pickup.**

You will need to provide the following information:

- Your account number.
- Pick up location:
Salamander, Washington D.C.
1330 Maryland Avenue SW
Washington, DC 20024
877-401-9818

Exhibitors are responsible for tracking their own shipments.

If you do not follow these specific instructions, we will not be able to properly assist on site at the time of the event. Thank you for your assistance with this matter and we look forward to seeing you at this year's Conference!

SPONSOR/EXHIBITOR SHIPPING FORM
APTS 2024 Public Media Summit

Instructions: Please complete the following and e-mail to Kate Murphy, KMurphy@salamanderdc.com, with a copy to Julia Horville, jhorville@apts.org no later than February 21, 2024.

Please Type or Print

Your Name _____

Your Company _____

Name of Conference _____ APTS 2024 PUBLIC MEDIA SUMMIT _____

Exhibit Start Date 2/26/2024 Exhibit End Date 2/27/2024

Exhibit Booth #, if applicable _____

Onsite Contact _____

Phone # (____) _____ - _____ Email Address _____

Method of Shipment (i.e., FedEx) _____

Tracking #(s) _____

BOX DELIVERY INFORMATION –			
<i>FEES FOR ACTUAL SHIPPING WILL BE ASSESSED ONSITE</i>			
Item	Cost per	Est. # of Boxes	Total
Large boxes – up to 25”x25”	\$10.00 per box		\$
Pallets/Crates	\$125.00 per		\$
SALES TAX		6% Tax	\$
TOTAL ESTIMATED CHARGES			\$

Salamander, Washington D.C.
 1330 Maryland Avenue, SW
 Washington, DC 20024