

RENAISSANCE COLUMBUS WESTERVILLE HOTEL SHIPPING INFORMATION

Shipping to the Conference

All materials must be scheduled to arrive to the hotel no earlier than **three days prior to exhibit date**. Please use the following shipping information:

Renaissance Westerville Hotel
409 Altair Parkway
Westerville, OH 43082
Event Name: **Event Name**
Hotel Guest Name/Booth Name

Shipping from the Conference

Packages must have a paid return shipping label on them, including your shipping account information. Packages must be brought to the front desk for carrier pickup. UPS and FedEx Ground will pickup daily. FedEx Express **must** be scheduled and take place no later **three days after exhibit date**. A storage area will be provided for all return shipping items.

Loading In / Loading Out

Standard packaging and equipment can be brought in or out of the conference area through the Meeting Space Entrance located on the West side of the building.

Additional Questions

Please contact Event Manager, Lauren Doran, for additional questions regarding shipping and receiving. Lauren can be reached at 614-948-6462 or at lauren.doran@concordhotels.com.