



★ Shipping Information ★

NACUMS EDUCATIONAL CONFERENCE

Shipping Information

Exhibitors have two options for shipping exhibit items to the 2024 NACUMS Conference. Items may be shipped directly to the conference hotel or to a contracted exhibition company.

Please carefully review the following important information to determine the best method for your exhibit materials.

Freight/package handling fees are outlined on the DoubleTree Exhibit Form and the Convention Handling Services kit. Exhibitors are responsible for all charges associated with shipping and handling regardless of the provider and will provide payment directly to the provider.

For further information or assistance in shipping or drayage, please contact Steve Burn, sburn@colostate.edu

Shipments of Items to the Hotel

Exhibitors may ship items directly to the DoubleTree by Hilton Hotel Austin. Items must not arrive earlier than Wednesday, July 10, 2024. Items arriving earlier may incur additional charges or may be refused at the sole discretion of the hotel.

Shipment of large items, such as pallets, crates, or large cases, must be reviewed by the Hotel to confirm space/handling availability. Please contact Michael Anderson, Hotel Event Manager in advance at (512) 374-4826 or michael.anderson@austindoubletreehotel.com with details of your shipment. Any shipments that the hotel is unable to accept due to size will be referred to Convention Handling Services for handling.

NOTE: The DoubleTree by Hilton Austin does not have a dock or receiving area with a lift. For any deliveries of pallets or heavy items, exhibitors must request a delivery truck with a lift. Hotel will not break down pallets to unload a truck and such deliveries will be refused. Redelivery and any associated fees will be the sole responsibility of the exhibitor. Hotel will not be liable for any shipping charges, damages or loss to any packages, boxes, pallets, or other items shipped to the Hotel.

To ensure proper disposition of materials sent to the Hotel, ship your items per the instructions on the [DoubleTree Exhibit Form](#). Completed exhibit forms and payment information must be emailed to Michael Anderson, michael.anderson@austindoubletreehotel.com, no later than June 30.

Shipments of Items to the Exhibit Company

NACUMS has contracted with Convention Handling Services for freight and drayage services. All registered exhibitors will receive an exhibit kit via email from Capital Convention Contractors with information on shipping to and from the hotel, storage and drayage services. Please watch for the email from scott@conventionhandling.com.

Drayage & Booth Assistance

Exhibitors requiring drayage services must work directly with Convention Handling Services. Drayage services for freight, equipment, booth setup/teardown or other services will be provided by Convention Handling Services and must be arranged following the information sent in their service kit.

Outbound Shipments

Outbound shipments must be prepared as directed by DoubleTree Hotel Austin or Convention Handling Services.

All outbound items shipping from the hotel must be picked up no later than Wednesday, July 17, 2024.