

## ADDITIONAL SPONSOR INFORMATION

### EXHIBITS / TABLETOP

Hotel will provide set-ups for forty (40) tabletop exhibits, each to include set-up and dismantling of one (1) 8-foot table skirted with two (2) chairs and wastebasket, complimentary.

### EXHIBITOR TIMELINES

Exhibitors are allowed to begin set up on Tuesday after 1 p.m. and break down displays on Thursday afternoon.

### SHIPPING & RECEIVING

All incoming packages should be addressed to your Catering/Convention Services Manager and marked with the company's name and date of your meeting.

### RENAISSANCE RESORT AT WORLD GOLF VILLAGE

**Attn: Convention Shipping and Receiving**

**500 South Legacy Trail**

**Saint Augustine, FL 32092**

**HOLD FOR: (Client Name)**

**Name or Group and Event**

**First Date of Event**

**Number of Boxes (i.e. 1 of 2, 2 of 2, etc...)**

**Special Delivery Instructions if applicable**

### DRAYAGE FEES

Packages up to 45 pounds will be accepted three (3) days prior to your function date at a charge of \$10.00 per package. Freight over 45 pounds will be accepted within three (3) days of the function date at a charge of \$35.00 per package. Because there is limited storage space, boxes can be accepted no more than three (3) working days prior to your meeting. A storage fee of \$5.00 per day, per box will be applied to any materials shipped earlier than three (3) days prior to the event. Boxes left on the premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company. Your Catering Manager can assist you with these arrangements.

Out-bound freight must be pre-arranged with independent freight lines and a \$35.00 fee applies for storage and handling. Out-bound packages will be shipped for a fee of \$10.00 per package. All packages must be properly labeled and account numbers must be provided for freight charges to be billed to a third party. All freight left without billing information will be shipped C.O.D. and will incur an additional \$10.00 C.O.D. charge to cover costs.