



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

OUTGOING SHIPMENTS

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.

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.

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: \$15.00 per box/item plus actual shipping charges

Sunriver Resort is not responsible for any items left in the exhibit area.

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.