

# Exhibitor Shipping and Receiving Procedures

## Ohio Government Finance Officers Association

### September 17-19, 2025



To ensure efficiency and accuracy of client materials being received, the following guidelines must be followed.

All packages are to be addressed as stated below. All packages addressed directly to the client will be delivered to the guest package holding area. Packages are then delivered to the guests room or meeting room upon their arrival. The Following information should be on each container when shipping

#### SHIPPING LABEL(EXAMPLE)

(Ohio Government Finance Officers Association 9/17/25-9/29/25) C/O Hilton Columbus 3900 Chagrin Drive Columbus, Ohio 43219
Please Hold for: <b>(PUT Name of Company, Exhibitor on site contact, Date of Arrival &amp; Daytime Phone number)</b>

<b>BOOTH INFORMATION</b>
Company: _____
On-Site Contact: _____
Phone Number: _____
Booth Number: _____ # of Packages: _____

#### RECEIVING

Due to the limited Storage space in our Hotel we **WILL NOT** accept exhibit materials prior to **Friday, September 12, 2025**

Exhibit materials, shipped as stated above will be delivered to your exhibit area on **Wednesday, September 17, 2025.**

A fee of \$5.00 per box or \$75 per pallet will be charged to your Credit Card listed below for receiving, delivering, storage, labor and shipping of you exhibit materials.

Please provide Credit Card Information below emailed to [adam.yezzi@hilton.com](mailto:adam.yezzi@hilton.com) or fax to 614-416-8444 by **Tuesday, September 2, 2025**

TYPE OF CARD: \_\_\_\_\_ CREDIT CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CARD HOLDERS NAME (PRINT) \_\_\_\_\_

CARD HOLDERS SIGNATURE: \_\_\_\_\_

#### SHIPPING

To ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the clients event.

**For FedEx, UPS or another carrier exhibitor will need to schedule pickup of boxes from hotel in advance. Clients must have FedEx/UPS/or other carriers completed Bill of lading secured to boxes being shipped out. The Hilton Columbus at Easton is not able to make arrangements for pick up.**

#### INSURANCE

The Hilton Columbus does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

#### COD Shipments

No COD Shipments will be accepted or shipped by or from the Hilton Columbus.