



Shipping Materials to LHAT Conference Hotel

Packages will be accepted by the hotel **NO EARLIER THAN WED., JULY 11, 2018.**

If your materials arrive prior to July 11, you may be responsible for paying the hotel storage fees.

All materials must arrive at the Sheraton Austin Hotel at the Capitol **NO LATER THAN 6pm on FRIDAY, JULY 13**

This includes:

- **Exhibitor Materials**
- **Sponsor Displays** (*Eligible sponsors only*)
- **Tote Bag inserts** (*Eligible sponsors only should send materials for no fewer than 300 bags*)
- **Items donated for the Silent Auction or Expo Raffle**
- **Materials for Session Presentations and the Historic Theatre Resource Tables**

Please mark your shipping labels clearly as follows:

League of Historic American Theatres

Colleen/JP Poehlman

Elizabeth Kitzman, Event Manager
c/o Sheraton Austin Hotel at the Capitol
701 East 11th Street
Austin, TX 78701

Hold for: LHAT Conference, July 14-18, 2018

BOX ___ of ___

And somewhere on the box
(return address label or elsewhere)

From: *Your Company Name*

Contact: *Your company contact name*

Hold for: *Name of event/item*

(e.g., sponsor display, Expo, tote bags, session handouts, auction or raffle donation)

Important:

- Even if all of the above info doesn't fit on your FedEx/UPS label, **please affix a separate label** or write this information on each box **to make them easier for us to locate.**
- The hotel has limited storage space and we have many exhibitors and sponsors this year, please do your best to **consolidate materials into as few boxes as possible.** If your materials arrive earlier than the date shown above, you may be assessed hotel storage fees.

Return of Conference Materials: LHAT will be happy to return any display materials to you following the conference; however you must send us a request and provide us with complete shipping information in advance, including a valid UPS or FedEx account number and the date by which you need to receive the materials back.

Options:

- Email shipping info to info@lhat.org no later than Tuesday, July 3
- Enclose in one of the packages you send to Austin a completed UPS or FedEx return form, including ship to address and account number or billing information
- Your onsite representative may bring the shipping information to the conference and provide it to LHAT staff.

Questions? Email Colleen at info@lhat.org or call **443-640-1058 x124**