



Exhibitor Load In / Load Out

Load-in is scheduled between 9am and 5pm on Wednesday, September 11th 2019. Exhibitors may enter the meeting space through the hotel lobby. Please contact the Ryan Field, Conference Services Manager if load-in requires large vehicles or a lift.

Load Out is scheduled for Sunday, September 15th 2019. All exhibits must be removed from meeting space no later than 8pm.

Shipping Instructions:

Due to limits of secure storage, the hotel will only accept shipments within 7 days prior for Group's arrival. Any Shipments that arrive more than 7 days out may be returned to sender.

In order to effectively track your packages and ensure delivery, please address your packages in the following manner:

Guest Name (registered at the hotel):

Group Name: AIA CRAN Symposium
CCS Manager: Ryan Field
Hotel Valley Ho
6850 East Main Street
Scottsdale, AZ 85251

Please have tracking numbers available when arriving to the hotel to claim shipping. It is helpful to send tracking information in advance to rfield@hotelvalleyho.com. This information will be sent to the shipping department to expect your arrivals.

Please note that A \$2.50 per package fee will be charged for shipping or receiving of any parcel up to 40 lbs. A \$5 per package fee will be charged for shipping or receiving of any parcel over 40 lbs. A \$50 per pallet fee will be charged for shipping or receiving of any pallets.

Outgoing Shipping

Please be advised for all outgoing shipping, FedEx will no longer accept credit card numbers on shipping labels. You must provide a FedEx account number or pre-printed shipping label.

Please direct additional shipping or load-in questions to Ryan Field at rfield@hotelvalleyho.com