

# NOBLESVILLE EMBASSY SUITES HOTEL

## Shipping / Receiving Information

**SHIPPING:** We have limited storage for guest packages so we ask that you refrain from shipping materials more than 3 days prior to the date of the event, Thursday, Sept. 30, 2021. THIS DOES NOT INCLUDE FREIGHT ITEMS OR ITEMS SHIPPED ON PALLETS. Please see the Freight Shipment section below.

Packages will be stored in the luggage storage room at the front desk. Upon arrival, please notify our Front Desk staff you have packages to pick up. Unfortunately, we do not have additional staff available to deliver your materials to your room or showroom.

When shipping materials to the Embassy Suites for the CCA show, the following information must be included on each package:

EMBASSY SUITES NOBLESVILLE INDIANAPOLIS CONFERENCE CENTER

Attn: Earl Whitney or Barbara Hinesley

Attending Colt Collectors Association, Annual Convention

Hold For: **INSERT YOUR NAME**

13700 Conference Center Drive

South Noblesville, IN 46060

- **OUTGOING SHIPMENTS:** UPS & FedEx do not have scheduled stops to pick up packages from our location. Therefore, should you need to ship materials back to your office at the conclusion of the show, please schedule a pick-up with the shipping company within 72 hours of the event conclusion. If you need to print shipping labels or other materials, these items can be printed from our business center located in the Atrium. Materials not picked up within 72 hours from the conclusion of your event will be discarded.
- **LOADING IN / OUT:** The hotel has (1) dock to receive all shipments needed for hotel operation and at times it can be quite busy. Companies needing to use the dock to unload must have a truck with a lift gate as the driveway leading to the dock slopes for semi deliveries. As you are un-loading/ loading your equipment, please be mindful that others might be waiting for access to the dock. We ask that you be quick and not leave your vehicle parked at the dock for extended times. The hotel does not have equipment such as dollies or pallet jacks to loan vendors. Please make certain you bring the necessary equipment needed to move in / out of the exhibit space.

**If you do not have a box truck or semi-trailer that requires access to the dock, you can unload/load into the Waters Ballroom on the north side of the building.** Upon your arrival, please call the hotel at 317-674-1900 and ask the operator to notify banquet or engineering staff you need access to the Waters Service Area. Let them know what section you will need to load into and staff will let you in. The doors to this area only open from the inside. There is no way to open the doors from the outside of the building.

**Once your materials are in the hotel, we ask that vendors park in the northern most parking lot.** This will free up the parking spots for the attendees that are closest to the building.

- **FREIGHT SHIPMENTS:** As noted above, we have limited storage space and our dock area is not very large. Materials being shipped via freight service will ONLY BE RECEIVED on the scheduled "**Load In Day**" (**Wednesday September 29**) of your event and MUST BE PICKED UP on the "**Teardown Day**" (**Sunday October 3**). Items received early will be turned away by the hotel and subsequent fees will be passed on to the exhibitor. Materials remaining after "Teardown Day" will be assessed storage fees. If you are shipping your materials via UPS Freight, please note the drivers will NOT unload your shipment unless they are instructed to do so within your order. If you will not be here to receive & unload your shipment at the time of delivery, please make certain to include unloading instructions when arranging delivery. Please note there may be additional charges for them to unload your materials. If delivery arrangements are not made in advance, any delivery fees charged to The Embassy Suites by Hilton Noblesville Conference Center will be passed on to the vendor.