



## **VENDOR & EXHIBITOR SHIPPING INSTRUCTIONS**

Please follow the instructions below to make sure that we receive and process the packages you are sending.

### DELIVERY

Please label your packages the following way:

<p><b>Eagle Crest Resort - Conference Center</b> <b>Conference Name / Your Company Name</b> <b>1585 Mountain Quail Drive</b> <b>Redmond, OR 97756</b></p>
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**All packages must be labeled as above or they will not be accepted by our shipping department.** Please plan for arrival of the packages no more than 48 hours in advance of the scheduled conference. **Eagle Crest will not be responsible for lost or damaged items due to improper labeling or distribution.** A lift gate is required for all items 100 lbs. or more. Eagle Crest reserves the right to refuse any items that are more than 100 lbs. and not delivered with a lift gate.

### BILLING & PICK UP

Please have all of the cartons and boxes labeled with your outgoing address and the proper forms required by your shipping company. **You must make all of your own arrangements with the shipping company for pick up and billing.** We require all packages to be picked up within 48 hours of the end of the conference at the above address. **Eagle Crest is not responsible for lost or damaged items that are left over the 48 hour period.**

Thank you in advance for your cooperation.