

Exhibitor Shipping Options

Option 1: Ship Through SourceOne Events

Details for this service can be found in the **exhibitor kit** (password: k3YZ0k).

Tradeshow Service Contacts:

Jeff Shutts, Sr. Expo Coordinator
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Sonia@sourceoneevents.com

Option 2: Ship Directly to the Hotel

Conference and meeting materials should be identified with the name of the organization, meeting name, and date of arrival. Please see example below:

Attn: Hold for (Name of Organization or Person)
National Child Nutrition Conference/(Date of Arrival)
Rosen Shingle Creek
9939 Universal Boulevard
Orlando, FL 32819
(Guest Phone Number)

Arrival window, April 17-21, 2024.

Receiving Information

- Pallets and packages can arrive 5 days prior to event date with no additional charge.
- Storage for boxes received more than 5 days prior to start of the conference will incur an additional charge of \$5 per box per day and \$50 per pallet per day.
- Receiving charges for all incoming packages and pallets will be assessed and charged at a rate of \$1.00 per pound. Pallets will be charged at the same rate with a maximum charge weight of 250 pounds for each pallet received.
- Payment by credit card or room charge will be due prior to delivery of boxes.

Return Shipping

For shipping out, pre-labeled packages will be charged a handling rate of \$10 per box, \$15 per plastic container and \$100 per pallet.

Option 3: Travel with your Exhibitor Materials

If you choose to travel with your exhibitor materials, you can bring them directly to your booth during set up. Note that if you choose to use a bell cart to transport your booth items, there will be a \$20 charge.

Special Instructions for Cold/Frozen Item Shipping and Storage

1. Please CLEARLY label the packages that need to be refrigerated or frozen.
2. Ship refrigerated/frozen items directly to the hotel. Cold storage items cannot arrive any earlier than Monday, April 22 and cannot be stored longer than Wednesday, April 24. Anything requested earlier or kept later will assess additional fees, along with additional handling or moving of product by hotel staff from cold storage to the vendor booth.
3. Email tracking numbers to Julie Hard at jhard@rosenshinglecreek.com and Leann Sepulveda at LSepulveda@rosenshingle.com.

Note: Storage Fees are as follows: \$250 per pallet and \$75 per box for 3 days.

Questions?

Email partnerships@cacfp.org
Or visit cacfp.org/conference