

Omni Shoreham Hotel

Exhibitor Shipping Information

Directions to Shipping and Receiving:

The Loading Dock into our Shipping and Receiving Department is located on Calvert Street between the Omni and the entrance onto Rock Creek Parkway. Any packages being delivered via an outside service (not the standard UPS, FedEx, DHS, etc...) can be dropped off at the loading dock weekdays between 9:00 AM and 3:00 PM. The loading dock can accommodate trucks that are 12 feet high or lower.

Contact Information for Shipping and Receiving:

Phone Extension: 5143

Or simply indicate to the Hotel Operator that you would like to speak with someone from Shipping and Receiving.

Please call a few days prior to your conference in order to obtain the contact information and names of the Shipping and Receiving Associates who will be working while you are onsite.

Labels:

Exhibitors should label their packages with the following information:

Their Company Name and the name of the onsite contact from their company

The Meeting/Conference they are affiliated with (and Meeting Dates)

Their Address

And how many packages they have shipped (example: whether a certain package is 1 if 2 boxes, etc)

Please indicate to all vendors/exhibitors that they should not ship it to any hotel associate (ex: Convention Services Manager) or to the group contact.

Arrival:

Packages can arrive 2 business days prior to the conference's starting date. Any items received prior may be subject to a holding fee.

In order to keep better track of the boxes and exhibitors materials, it would be helpful for group contacts to obtain from their exhibitors the following information:

- The number of parcels the Shipping and Receiving department should expect to be receiving.
- The expected date on which they will be arriving (and what method)

This information can then be passed onto the Shipping and Receiving Department and they can schedule associates accordingly.