



Exhibitor Freight Shipment Detail

- Maximum crate size allowed is 8'x 6'x 4'
- All empty shipment containers/boxes and pallets will be kept at Marriott receiving dock
- Maximum crate weight is 500 lbs.
- Ensure Company Name and Contact Name are Listed of Crate
- Earliest crate arrival is 1 week prior to conference date
- Delivery time M – F 9:00 – 3:00 PM, Sat & Sun 10:00 AM – 3:00 PM
- Booth Set up time: after 6 PM Monday, May 1st or prior to 7:30AM on Tuesday, May 2nd
- Booth Teardown: begins at 5:00 PM on Tuesday, May 2nd

- Troy Marriott address for shipment: **Detroit Troy Marriott**
200 W. Big Beaver Rd.
Troy , MI 48084
Phone (248) 680-9797
Web: www.marriott.com

- Troy Marriott contact for freight shipment: **Ashley Wytka, Event Planning**
Detroit Troy Marriott
Direct Phone (248) 680-9607
Fax (248) 524-0532
Ashley.Wytka@marriott.com



Frequently Asked Questions

- General exhibitor booth size is 8' wide x 6' deep x 12' height
- Exhibits Larger than 8' will Incur a \$500 surcharge
- Table sizes are assigned based on booth size and location.
- Additional chairs can be reserved based on availability.
- Smaller table can be exchanged for your assigned table size.
- Limited number of tall chairs and tall round tables are available.
- Power strip and Extension cord will be available for rent from Marriott.