



Event Planning Department

4000 Sandestin Boulevard South
Destin, FL 32550

DIRECT: 850-267-9600
FAX: 850-267-1816

EXHIBITOR FACT SHEET

The Hilton Sandestin Beach Golf Resort & Spa is looking forward to having you with us. As an exhibitor, a number of guidelines are in place regarding Hotel Services as follows:

Electrical & Ancillary Services

- Electrical service and other ancillary items such as internet connections and easels are not be included in your conference's exhibitor fees and may be rented through the Hotel on-site.
 - **NOTE: The Hilton Sandestin Beach does not accept prepaid forms for these items**
- **All charges will be applied the day of the Show and may be paid by credit card or room charge on-site. Receipts for charges are available upon request.**
- **For on-site requests, please contact Conference Services at Extension 3115.**

Outside Food & Beverage

- Hilton Sandestin Beach Golf Resort & Spa's policy strictly prohibits alcoholic beverages to be brought onto the property from outside sources for any conference, event or function.
- Hilton Sandestin Beach enforces this policy for all functions on property including exhibit halls, hospitality suites, as well as beach tents and poolside cabanas.
- Any food and beverage needs are to be fulfilled only through Hilton Sandestin Beach's banquet services.
- **Please contact your Event Manager at 850-267-9600 for details and menus.**

Package Shipping, Receiving, Storage and Delivery

- Please make sure any packages or materials shipped to the hotel are properly labeled to ensure prompt delivery. The name of the guest receiving the shipment should be clearly marked:

HILTON SANDESTIN BEACH GOLF RESORT & SPA
4000 Sandestin Boulevard South
Miramar Beach, FL 32550
ATTN: Name of Person the package(s) should be directed
Company Name
Arrival Date

- Guest must be present to receive and sign for all deliveries.
- \$15.00 per box receiving/handling charge will apply to all boxes delivered to or picked up from meeting rooms.
- \$150.00 per pallet per move will apply to all pallets delivered to or picked up from meeting rooms.
- Due to limited storage space at the Hotel, there is a \$5.00 per package per day storage fee for items received more than three days prior to arrival.
- All materials will be delivered directly to the exhibit hall on the conference exhibit set-up date and cannot be left in the loading dock or service hall areas. If storage is required please contact the Bellstand at Extension 40.
- Additional labor charges will be incurred up to \$25.00 for shrink wrapping per pallet, packaging, taping, addressing, and/or providing boxes to be shipped. (NOTE: Federal Express and UPS shipping labels are available upon request.)
- In case of missing shipments, please be prepared to provide tracking numbers.
- The Hilton Sandestin Beach Golf Resort & Spa is not responsible for any materials left in in function rooms. All items must be cleared from the meeting space at the conclusion of the event.
- **For advance receiving/handling arrangements, please contact Guest Services at 850-267-9500 or rbailer@hiltonsandestinbeach.com.**
- **For on-site assistance with all packages and box deliveries, please contact the Bellstand at Extension 40.**

NOTE: If applicable, all exhibit/trade show shipments should be referred to the Conference's contracted exhibit/drayage company.