

MULTI-REGIONAL SGNA CONFERENCE



Central Illinois - Indiana - Michigan - Wisconsin

SHIPPING GUIDELINES –Drury Plaza

Please refer to the following guidelines when making any shipping arrangements for the conference. Shipments may be received at the hotel up to 48 hours prior to the conference. These instructions will make sure all your equipment/supplies arrive on time.

Please note the following information in regards to shipping:

- Delivery must not be more than **3 days** prior to the event – depending upon the size of the item, there is limited storage.
- Charges for storage, loading, unloading, and setting up are the responsibility of the vendor. The fee to store depends upon sizing of the items. There will be no charge to deliver to the vendor room. **Hotel has limited storage**
- **All packages** must be delivered to the **hotel’s shipping and receiving department.**
- The following information **MUST** be included on all packages shipped to the hotel:
 - Shipping Address: **Drury Plaza Hotel
9625 North Meridian Street
Indianapolis, IN 46290**