The following recommendations are provided for you and/or your shipping department's assistance:

STORAGE SPACE IS LIMITED ... THE SHERATON IMPERIAL CAN ONLY ACCEPT VENDOR ITEMS 48 HRS PRIOR TO THE EVENT.

1. Labeling boxes/displays for shipment TO the Sheraton are to include the following:
   - Name and date(s) of the event
   - Name of your company's agent/vendor attending the event
   - # of boxes being shipped ... Example: 1 of 5, 2 of 5 etc ...
   - Exhibit booth # if known
   - If attending agent/vendor is a guest of the hotel, indicate his/her check-in date
   - Ship to address:
     Sheraton Imperial Hotel and Convention Center
     4700 Emperor Blvd.
     Durham, North Carolina 27703 Phone: 919-941-5050

2. Your return address should include your company name, address, and phone number

3. Make sure that your agent/vendor remembers to bring the appropriate forms and shipping labels for forwarding displays and materials to their next destination.

4. It is helpful that in the unlikely event of a shipping mix-up, your attending agent/vendor know the tracking numbers for our receiving department.

Following these simple steps will assist the hotel staff and expedite the handling of your displays and materials.

Sheraton Imperial Convention Services Department
919-941-8120