

## **EXHIBITOR BOXES & SHIPPING**

### **INCOMING PACKAGES FOR VENDORS**

If exhibitors shipped exhibit materials directly to Benton, they will find them at the **VISIT WINSTON SALEM DESK ON THE MAIN FLOOR** – across from the Winston Ballrooms.

Carts are available to help get your boxes down to your booth. If there was time, staff put boxes at their booths.

### **TO SHIP BOXES OUT ON THURSDAY**

1. Place boxes at the **Visit Winston Salem Desk on the main floor**. You will most likely have picked your boxes up at that desk when you arrived.
2. Bring your own labels and label your boxes.
3. Schedule your carrier for pick up at the Benton - Monday-Friday 8:00 a.m. - 5:00 p.m.
4. You must have your boxes picked up **NO LATER** than 3 days after the end of the conference.

**CARTS AT VIST WINSTON SALEMS DESK TO MOVE BOXES ON FRIDAY.**