

DFWBHS Shipping Instructions for Sponsors, Exhibitors and Speakers

DFW Behavioral Health Symposium

Welcome to the Behavioral Health Symposium – Below you will find:

- **Shipping & Receive Instructions**
- **Set Up and Break down times and location**

When Shipping Boxes:

Please address your boxes as follows: **On-Site Contact's Name** (your name or person setting up your display) **EXHIBIT DISPLAY, TOTE BAG INSERT, OR SPEAKER HANDOUTS**

DFW Behavioral Health Symposium/ March 20, 2024

c/o Sheraton DFW Airport Hotel, 4440 West John Carpenter Freeway Irving, TX 75063

Shipping and Storage:

Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to hotel may arrive no earlier than **3 days prior to March 20, 2024.**

A handling and storage fee of **\$5.00 per box/item** or **\$1 per pound (plus all applicable dates) will be assessed.**

Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to **March 17, 2024.**

High-speed Internet Inside the Meeting Rooms:

Meeting Basic (wireless): Meeting Basic has a speed of 256 kilobits up and 256 kilobits down which will allow for basic email and internet access. This is not the best connection if members of your group will be required to download several files, or if they will be required to connect to a corporate network via a VPN connection

Charges: \$35.00 per person per day (maximum of 11 users)

\$450.00 per day for unlimited access (12 or more users)

Electrical Power:

Power Strips, \$15.00 each

25' extension cords, \$15.00 each

Quad box extension cords, \$15.00 each

100-amp drop-box, \$300.00 per day

(Handled by PSAV in-house Audio-Visual Company. Call the hotel to set up electricity)

Starbucks:

Because Starbucks is not owned by the Hotel, therefore, we will not be able to accept any type of Starbucks Gift Cards.

Exhibitor Floor times, Set up and Breakdown

Set Up Wednesday 20th March 4:00 pm – 10:00 pm (Grand Atrium)

Exhibit Hall Times

Welcome Reception Wednesday 5:00 pm - 6:30 pm (Hotel Lobby Social Room)

Thursday 7:30 am – 6:00 pm

Friday 7:30 am – 6:00 pm

PLEASE DO NOT BREAK DOWN BEFORE Friday 4:30 pm

We appreciate your attendance