

GETTING BOOTH MATERIAL TO VENUE

SHIPPING/DELIVERING OR DROPPING OFF YOUR EXHIBIT

1. There are 3 ways to get your exhibit materials into your booth.
 - a) Ship to Rossi Warehouse (decorator). Items will be placed in booth.
 - b) Ship to the Hyatt Centric Fisherman's Wharf (Venue).
 - c) Carry items in during move-in hours.

- a) To arrange freight delivery directly to booth, contact Rossi Expositions at 510-436-7500 or email info@rossiexpo.com. **This is the easiest most efficient way.** Items will be directly placed in booth before your arrival.

- b) To ship items directly to the hotel/venue, please read and **complete this [Hyatt Centric Fisherman's Wharf Exhibitor Packet](#)**. Filled-in packets should be emailed to maryjane.dacoron@hyatt.com and emily@devnetwork.com should be cc'd.

- c) To carry items in, **read the [Hyatt Centric Fisherman's Wharf Exhibitor Packet](#) "Loading In/Out Procedures" Section**. *Abbreviated info below.*
 - i. Loading and unloading of equipment is permitted at the Hotel's Purchasing/Receiving area, accessible at North Point Street.
 - ii. Taylor Street is also accessible for load-in. Double doors are accessible and each door is standard size, 3'W x 83"H. Please note there are 11 steps down to get to the conference center. The Hotel does not own street/curb side parking during load-in time. It is at each of Exhibitor/Vendor's discretion to leave their vehicles unattended during loading.
 - iii. Front door access is not permitted. Please bring your own dollies/carts, as the Hotel cannot be liable for supplying you with their equipment.
 - iv. Load-in is only allowed during Exhibitor Move-in Hours. Contact emily@devnetwork.com with additional questions.

