



EXHIBITOR INFORMATION

Where: Sheraton San Diego Hotel & Marina

Show Date: 21-23 May 2024

Last Updated: 9 May 2024

All exhibit and sponsorship activities will be held at the Sheraton San Diego Hotel & Marina, 1380 Harbor Island Drive, San Diego, CA 92101. Embassy Suites, 1441 Canyon del Rey, Seaside, California, 93955. Phone 619-231-2900. Our contact at the hotel is Bianca Camacho - Bianca.Camacho@sheratonsandiegohotel.com.

For a complete schedule or to register for the conference please visit <https://minwara.org/symposium/index.php> and follow the links.

In addition to the sessions MINWARA will host 2 receptions. The first welcome reception will be on Tuesday, 21 May 2024 between 1600-1730. This will be in the vendor area and is an opportunity for conference attendees to interact socially with all vendors.

The second is on Wednesday evening between 1700-1900. This will be outside on the lawn by the water and will feature a special Mine Trivia Event. called Twilight Tactics If you would like to donate any prizes to the trivia event please email corporate.mwa@gmail.com.

Hotel Accommodation

If you have not already made a hotel reservation there might still be some available. The link can be found on our landing page at <https://minwara.org/symposium/index.php>

Event Registration

Everyone who attends the event is required to register. In order for us to provide accurate guarantees and to ensure that spaces are set up adequately we do ask that you register before Wednesday, 15 May 2024. The link to register can be found on our landing page at <https://minwara.org/symposium/index.php> or directly at <https://airtable.com/appQ66r03anPX40ml/pagTP6Www7hV4dnVL/form>

Space & Setup Time

Each exhibitor will be provided a 6 ft table, linens, 2 chairs and a wastebasket. If any additional equipment is required, this will have to be obtained through the hotel. The hotel does have power, internet access, and audio-visual equipment for rent. Our Encore POC at the event is Michael Leard at michael.leard@encoreglobal.com.

Exhibit table can be set between 2:00 pm and 5:00 pm on Monday 20 May 2024. If you have models or anything that require more time to set up please let us know and we can work with you.

Tour of Mine Warfare Training Center (MWTC)

The Mine Warfare Training Center (MWTC), located onboard Naval Base Point Loma, are willing to support an afternoon tour on Thursday, 23 May between 1300-1400. Limited spots are available. No clearances are required however everyone must pre-register and must have independent base access. Sign-up sheet will be located at the event registration desk.



Shipping and Receiving

Packages may be delivered to the resort no more than three business days prior to the date of the function. The number of pallets expected must be given to your event manager with three days notice or the pallet may be refused. Pallets must have a predetermined location if not held in the mailroom. The following must be included on the package to ensure proper delivery:

Sheraton San Diego Hotel & Marina
Guest Name and Arrival Date
Name of Exhibit Booth
IMWTS24
Fairbanks Ballroom (B/C)
1380 Harbor Island Drive.
San Diego, CA 92101

Charges will either be added to your hotel room (if staying at hotel) or can be paid when you pick up the package. Hotel will not be responsible for any damages or loss to any packages or boxes. See forms attached to this document.

Audio Visual

To order electricity or power please use this link: https://eventnow.encoreglobal.com/myevents/result/index/show_id/81b2cb0b-0f12-ef11-9f89-7c1e521a1e0b/

Food Policy

No food and/or beverage of any kind will be permitted to be brought into the hotel, or any suite used as a hospitality suite, by anyone.

Signs

Signs and banners are not allowed in the hotel's public areas. All signs must be professionally printed and their placement and posting must be within your assigned area. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Any damage to Hotel as a result of not having prior approval will be billed directly by the hotel to the exhibitor.

Music

Loud music is not allowed in any public areas or meeting rooms during daily business hours. If using any kind of audio-visual presentation, please ensure the volume is at such a level as only those stopping to watch can hear. The hotel reserves the right to control decibel levels in all areas of the Hotel.

Noise Curfew

All outdoor events must cease music and excessive noise by 10 p.m. Events may continue beyond the 10 p.m. limit but without excessive noise.

Questions?

Email us at admin@minwara.org



Package Receiving & Handling Form

Shipping & Handling Information

○ **RECEIVING:**

- The Hotel’s receiving office is open **7:00am – 3:30pm, Monday through Saturday**,
- Deliveries must be received at the loading dock behind the hotel and clearly labeled with the following information:

- **Guest/Recipient’s Name:** _____
(Person who will ask for & pick up the package/s)
- **Exhibitor/Company Name:** _____
- **Booth/Table Name or #:** _____
- **Conference/Event Name:** _____

Sheraton San Diego Hotel & Marina
1380 Harbor Island Drive
San Diego, CA 92101-1092
Box # _____ of # _____

- Meeting planners MUST notify their Catering or Conference Manager of any shipments to the Hotel, especially if they require special handling. There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees.
- **General delivery charges are as follows:**

Incoming Package Handling	Price
1 – 9.9 lbs.	\$5.00
10 – 19.9 lbs.	\$10.00
20- 29.9 lbs.	\$20.00
30 – 49.9 lbs.	\$30.00
50 – 74.9 lbs.	\$40
75 – 149.9 lbs.	60.00
Large Packages 150 lbs+ & All Freight	\$0.50 lb

- Items labeled “Fragile” will be assessed a \$15 surcharge beyond the above prices. In the event the Hotel needs to handle sensitive material (e.g., computers), outside labor may be required at an additional expense.
- Storage over (3) days is \$25.00 per item, per day. Boxes received more than three (3) days prior to the first event will incur a \$25 per piece storage fee, per day outside of three days.
- Group is responsible for removal of all pallets and shipping materials. If pallets and shipping materials are not removed, removal fee of \$10 per pallet will apply and will be added to master account.
- Boxes should be numbered “1 of 6”, “2 of 6”, “3 of 6”, etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible.
- Please also indicate on the outside of the box any content descriptors (‘Name Badges’, ‘Binders’, ‘Registration Materials’, etc.)
- The Hotel cannot assume responsibility for storage of boxes received more than five (5) business days prior to the Group’s meeting, event or program. Shipments received prior to the five (5) days will be returned.
- The Hotel does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
- Deliveries requiring the use of the loading dock for an extended period of time and/or special equipment need to be coordinated with the Conference and Catering Department in advance. Charges may apply. Please contact your Conference Manager to make arrangements.
- Exhibit materials must be shipped through the Group’s designated Drayage Company. Any exhibitor choosing to ship packages directly to the Hotel will be subject to shipping and handling fees.
- Any shipment being sent on your behalf through sponsors and/or vendors should be informed of these procedures.



Package Receiving & Handling Form

- Packages can be retrieved by contacting our Event Meeting Specialist or the Package Department by dialing Ext. 2282 on any Hotel house phone. When calling, please let our team know where you would like your packages delivered (i.e., your exhibit booth, your guestroom, etc.).
- Please make sure you are present at the time of delivery to sign for all packages.
- Please keep in mind that most shippers deliver packages to the Sheraton between 10:30am and 2:00pm. It may take the receiving department several hours to process all packages once delivered. Therefore, some same day deliveries may not be available until 3:00pm that day.
- All unpacking, booth set up, trash removal and storage of boxes is the responsibility of the individual exhibitor or group.
- Note: The Hotel does not provide forklifts, dollies, or flat beds for guest use.
- No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and Federal Centers for Disease Control and Prevention (CDC).

OUTGOING SHIPPING: Sheraton San Diego Hotel & Marina is pleased to ship out all boxes/materials according to the following policies:

There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees. **General delivery charges are as follows:**

Outgoing Package Handling	Price
1 – 9.9 lbs.	\$5.00
10 – 19.9 lbs.	\$10.00
20- 29.9 lbs.	\$20.00
30 – 49.9 lbs.	\$30.00
50 – 74.9 lbs.	\$40
75 – 149.9 lbs.	60.00
Large Packages 150 lbs+ & All Freight	\$0.50 lb
Shrink Wrap	\$25.00
Palletize Service (includes shrink wrap)	\$100.00
Special Handling	\$100.00

- All guests or attendees must fill out a Shipping Request Form for each outgoing item. These may be found at the Bell Desk, Front Desk or with The Event Meeting Specialist.
- Guests must pack and seal boxes and affix proper labeling in order for Hotel to accept outgoing shipments.
- Boxes must be picked up by the Package Department before 10:00am in order to be shipped out the same day. After 10:00am, boxes will be shipped out the following business day.
- FedEx has daily pick-ups from the Hotel Monday through Friday. UPS pick-ups must be pre-arranged by the shipper directly with UPS. The Hotel cannot arrange UPS ground pick-ups or print UPS labels on your behalf.
- Outbound International shipments must be handled by shipper. Hotel is not able to send international packages.



Sheraton[®]
SAN DIEGO HOTEL & MARINA

Package Receiving & Handling Form

Incoming Exhibitor Shipping Label Example:

To send to the resort

FROM: _____
ADD. _____
CITY: _____
STATE: _____ ZIP: _____

DATE OF FUNCTION: _____
GROUP NAME: _____
ATTENTION: _____
EXHIBITOR: _____

SHIP TO:
Sheraton San Diego Hotel & Marina
Attn: **Enter On Site Contact Name**
1380 North Harbor Island Drive
San Diego, CA
92101-1092

E

CONFERENCE MANAGER: _____	NUMBER OF PKGS: _____
ONSITE CONTACT NAME: _____	OF _____



Sheraton[®]
SAN DIEGO HOTEL & MARINA

Package Receiving & Handling Form

Outgoing Exhibitor Shipping Label Example:

To send from the resort

Sheraton San Diego Hotel & Resort
1380 Harbor Island Drive
San Diego, CA 92101-1092

Ship To:

Number of packages:

_____ OF _____

Shipping Account Number: _____

(Ex. FedEx Account number, UPS Account Number, etc.)

Preferred Shipping Company: _____

(Ex. FedEx, UPS, etc.)

Guest Room Number: _____

(If room charge is preferred. See page 3 for details)