

MBCEA Conference Exhibitor Shipping Information

Exhibitor Setup: Wed, 4/24/24, 8am-2:30pm Exhibitor Teardown: Thurs, 4/25/24, 11:30am-8pm

BOXES MAY BE SENT TO:

Rancho Bernardo Inn, 17550 Bernardo Oaks Drive, San Diego, CA 92128

ATTN: Booth/Representative/Company Name/Conference Name

(Note: Boxes will not be accepted more than 3 days prior to program start date.)

Any materials shipped to Rancho Bernardo Inn will be delivered to the ASSIGNED BOOTH LOCATION. In order for this to be expedited, it is essential that all shipments reflect the name of the booth representative, company name and conference name.

RBI is partnered with FedEx; daily pick up is 2:30 p.m. Mon-Fri.

If exhibitor prefers to use a different carrier, exhibitor must schedule directly with carrier for same day pick up on April 26.

All exhibit materials must be loaded out and the room vacated no later than 8 pm on April 25. Exhibitors are required to pack, seal and label all boxes/cases complete with pre-paid shipping label for EACH box; even if all boxes are shipping to same address.

Boxes are NOT available on site. It is essential that exhibitors retain ALL BOXES until all product has been packed.

Banding equipment IS NOT available. Re-wrapping of pallets is available; notify the Conference Planner when this is needed, one hour prior.

If you are not re-shipping your product, you must discard all product in the 32 gallon trash cans provided throughout the exhibit area. The resort will not be responsible for tearing down your exhibit and discarding your product.

For billing purposes, each exhibitor must record their Shipper billing number (FedEx) on the FedEx label. If you prefer to ship with another carrier, you must provide your own labels as they will not be provided for you.

Arrangements for pick up via Air Freight/Truck Line should be made prior to arrival. Please schedule pick up on the day following the show. Exhibitor must provide completed Bill of Lading for each destination.