

# Exhibitor Shipping Instructions for April 22-24, 2026, MBCEA Conference

## 1. Advance Planning & Coordination

- Notify Kornelia Karwat at [Kornelia.karwat@thehotelpolaris.com](mailto:Kornelia.karwat@thehotelpolaris.com) or (719) 410 3816 at least 7-10 days in advance of any shipments.
- Provide a detailed shipping manifest listing all expected packages, including Shipping Company, tracking numbers, contents, and estimated arrival dates.
- For large shipments, contact the hotel to schedule a designated delivery window to ensure adequate space and staffing. Note that height and width of crates must be provided and approved by Kornelia in advance to be sure it fits through their doors.
- If sending items requiring special handling (fragile, perishable, hazardous), inform Kornelia prior to shipment to ensure proper storage and handling.

## 2. Addressing & Labeling

- Clearly label all packages with the following information:

Hotel Polaris  
Attn: **Business Name and MBCEA Conference**  
8989 North Gate Boulevard  
Colorado Springs, CO 80921  
Total Package Count (e.g., "Box 1 of 5")

- Use sturdy, secure packaging to prevent damage in transit.
- Supply prepaid return labels for any materials that need to be shipped back after the event. FedEx and UPS have daily normal pickup times. However, crate outbound shipping will need to be arranged and prepaid labels are also required.

## 3. Hotel Shipping & Receiving Policies

- The hotel is not responsible for lost or delayed shipments due to incorrect labeling or courier errors.
- A handling/storage fee will apply for packages stored for extended periods (typically more than 3 days before or after the event) Oversized or high-volume shipments may require additional labor or storage coordination.

#### *4. On-Site Package Handling & Security*

- *Deliveries will be logged into the Hotel Polaris' internal Alice Logbook system.*
- *The hotel is not liable for unattended packages left in meeting spaces or public areas.*
- *The goal is to have all packages delivered to the booths by setup on Wednesday morning.*

#### *Handling Fees: (in and out)*

*Box under 50 pounds - \$5.00 each*

*Boxes over 50 pounds – \$50.00 each*

*Display - \$75.00 each*

*Pallet/Crate - \$100.00 each*