

SUMMER CONFERENCE EXHIBITOR INSTRUCTIONS

Thank you for supporting AWRA as a Summer Conference Exhibitor. We look forward to your continued participation and involvement with AWRA!

CONFERENCE LOCATION

Hyatt Regency Denver Tech Center
7800 E Tufts Ave
Denver, CO 80237

NOTE: A limited room block is reserved at the hotel for a reduced rate until July 3, 2023. Please book your accommodations directly with the hotel as availability and rates cannot be guaranteed.

SHIPPING DETAILS

Arrival Instructions

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Contact Laurie Hoffman <mailto:laurie.hoffman@hyatt.com> to make these arrangements. Failure to do so may result in deliveries being refused or materials being unavailable when required. All deliveries regardless of size must be delivered or unloaded at the Hotel's loading dock. The Hotel's receiving entrance is open from 7:00 AM to 4:00 PM, Monday through Friday. Any materials being sent to the Hotel must be marked as follows:

Hyatt Regency Denver Tech Center
7800 East Tufts Avenue
Denver, CO 80237
AWRA / Exhibitor Name
AWRA Summer Conference
C/O Event Manager

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2.

In an effort to help us with our commitment to Meet and be Green, our preference is that you print locally and on 100% recycled paper. Shipping meeting materials wastes fuel, paper, plastic, energy and water. For your convenience, below you can find the contact information for printing services near the Hotel:

FedEx Office Print & Ship Center
7795 E. Belleview Ave.
Englewood, CO 80111
(303) 771-0302

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage.

Return Instructions

Bring your pre-paid return shipping label(s) with you. Both UPS and FedEx service the hotel but **you must schedule the pickup with your selected carrier**. Pack all materials and attach your pre-paid return shipping label(s) and leave your boxes/containers at your table. Hotel staff and the shipping/receiving clerk will transport your materials to the loading dock for return.

- FedEx (800)GO-FEDEX <http://www.fedex.com/us>
- UPS (800)PICK-UPS <http://www.ups.com/us> ***Group must pre-arrange pick-up***
- Deliveries are Monday-Friday 7:00 AM to 2:00 PM
- Scheduled pickups are Monday-Friday by 3:00 PM

Note: Outgoing packages must be in receiving by SAME DAY, before 3:00 PM (FedEx) – other vendors based on scheduled pickups.

EXHIBITS LOCATION & SCHEDULE

Exhibit Area - Grand Mesa Foyer

Exhibit space includes a 6' table and two chairs. If you require power or AV needs for your space, contact AWRA Manager of Meetings & Events: Ariel Wise at events@awra.org or 720-315-5086.

Exhibit Schedule & Key

Set-Up: Sunday, July 16 from 2:00 PM – 5:00 PM

Breakdown: Tuesday, July 18 from 3:30 PM – 5:00 PM

Exhibit Dates & Hours:

- Monday, July 17 from 8:00 AM – 3:30 PM and 5:00 PM – 6:30 PM
- Tuesday, July 18 from 8:30 AM – 3:30 PM

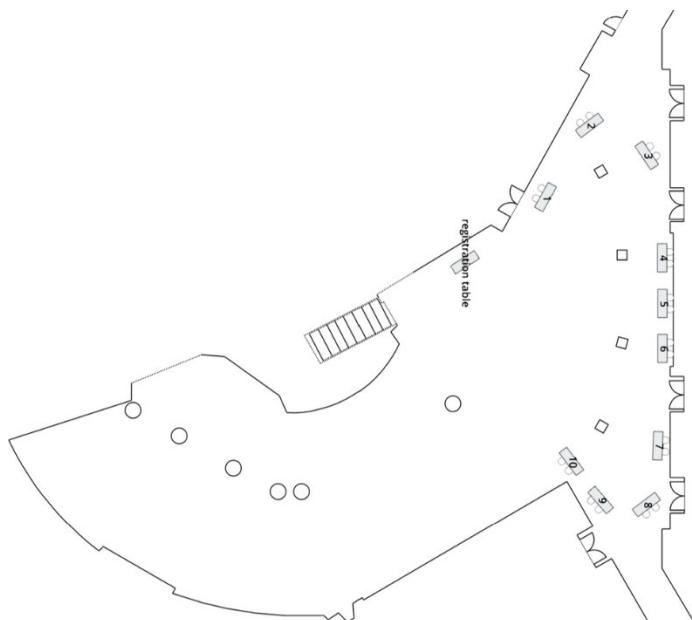


Exhibit Table

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2. TBD
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