



## 2023 ASPE Annual Conference Exhibitor Shipping Information

### Please Ship to:

Portland Marriott Downtown Waterfront  
C/O (Person Receiving the Boxes) Group Name & Exhibitor #  
1401 SW Naito Parkway  
Portland, OR 97201

### Please use this label:

Incoming Package Delivery		Shipping & receiving handling fees are listed for one way; charges would be applied for both shipping into the hotel and shipping out.	
		Flat envelopes - \$5	Small/medium boxes up to 20 lbs - \$10
		Large boxes over 20 lbs. - \$20	Large cases - \$35
			Pallets - \$500
<b>Storage fees:</b> No charge up to three days prior to or after the conclusion of an event. A \$25 charge will be incurred and \$5 for each day thereafter.			
Guest Name		Group/Account	
Date Received	Date Delivered	# of Packages	Room #/Booth #
Delivered By Associate			
Guest Signature			

### Method of payment

Bill My Room

Bill My Credit

Guest Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Room #: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ exp. Date \_\_\_\_\_

**Envelope**

**Package**

**Box**

**Case**

Download a copy of the label [HERE](#)

### AV/Encore Link:

[https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/425f427c-57e4-ed11-a7c7-6045bdd3bdb4/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/425f427c-57e4-ed11-a7c7-6045bdd3bdb4/)