



***Once the boxes are received on/before 5/13, will they be placed per the booth map/footprint in the Horizon Ballroom on the 2nd floor of event space.

***If the package is marked for CAA and the vendor name, the hotel staff will have the items delivered to the vendor's room. If the boxes are not clearly labeled they will usually be at the hotel front desk. The hotel ph# (760) 320-6868

***After teardown on Friday, May 16th and your items are boxed up, what's next?
If they are properly labeled for shipping out, the hotel staff will move the boxes to the loading dock. The vendor is responsible for contacting the carrier to arrange pick-up.

***Is there a standard spot at the Hilton to convey to the shipping companies of where they should pick up the boxes of the vendors? The Loading Dock of the Palm Springs Hilton - 400 E Tahquitz Canyon Way, Palm Springs, CA 92262