

Please read and follow these instructions to ensure that your shipments will be available for your set up at the Poster Session on Thursday, March 2

**SHIPMENTS WILL NOT BE ACCEPTED PRIOR TO
MONDAY, FEBRUARY 27**

All shipments must contain this information and
be shipped to the Champions Ballroom

**THE SEA PINES RESORT
CHAMPIONS BALLROOM
ATTN: YOUR NAME/GA TECH
11 LIGHTHOUSE LANE
HILTON HEAD ISLAND, SC 29928
(843) 842.1484**

Shipments sent to any other address within The Sea Pines Resort will incur a \$25/box handling fee to transfer to the Harbour Town Clubhouse. This fee must be paid prior to receiving your shipment.

- The exhibitor will be responsible for tracking any missing boxes that do not contain the proper shipping information
- BRING YOUR TRACKING NUMBERS WITH YOU
- Returning Shipments: You must provide all packing materials and shipping labels for all return shipments and *schedule a pick up*. Please plan ahead. Shipping labels may be printed on site.
- If you have any questions, please contact Jeanne Thompson at jthompson@seapines.com

