

Exhibitor Instructions

Packages may be sent to the hotel no more than 3 days prior to the event and arrangements must be made for collection / shipping of collateral within 3 days after the event.

Any Equipment or packages being delivered to the InterContinental for any meetings or events should be delivered / dropped off at the loading bay this is located at the back of the hotel on Panama Street.

From this area there is lift and stair access to level 1 where the Conference and function area is located.

Any deliveries that require storage until the owner arrives should be labelled with the following information;

- For attention of - NAME OF PERSON RECIEVING**
- Company name / PCO name**
- Name of meeting / event that they are associated with -**
- Date of event**
- Number of packages in the assignment - 1of 3**

Any deliveries for pack in must also come through the loading dock, when you arrive to set up please contact the Duty Manager on the phone provided in the loading bay for instructions on where you will be located.

Any packages left for collection are to be left in the loading dock in a location instructed by the Conference & Events Supervisor; they are left at the owners' risk and the hotel takes no responsibility for their collection.

At no time should packages or boxes be delivered through the front of the hotel.