



FABI 2024 40th Anniversary Kick-off Conference Shipping Instructions

If you wish to ship materials to the Hotel, each item must be properly packed and marked with on-site contact name, event name, company name and arrival date on each box (see highlighted example below).

There is a per box charge to receive and move boxes from our loading dock to the Group's office or meeting room, or to assist in return shipping.

Materials may be shipped for arrival two days in advance of the conference, and Hotel will store the materials in a secure location pending your arrival. Hotel will not assume any liability for loss or damage to such items.

ALL packages must be paid for prior to being delivered to the meeting space. Please download [Southbank Hotel's CC Authorization Form Here](#), fill it out, and return to antonia.hale@marriott.com, and cc emily@fabi.org so I can ensure the order was received. You will not receive your packages until they are paid for. If you would like to order WIFI or electric for your exhibitor booth, please note that in the email and the hotel will apply the charges to your credit card.

Electric - \$25++

WIFI – WIFI is not provided in the meeting space. If you would like to purchase a WIFI connection, the fee is \$50++ per day.

All packages will be assessed a handling fee per package based on the following:

| Weight | Price |
|---------------------------|----------|
| Up to 50 lbs. | \$10.00 |
| 51-75 lbs. | \$15.00 |
| 76-100 lbs. | \$35.00 |
| 101-200 lbs. | \$50.00 |
| Pallets and Display Cases | \$100.00 |

The hotel will not assume responsibility for packages received or for damage or loss of merchandise or articles left in the hotel prior to, during or post the function. If any equipment should require extra handling or machinery to unload, or move, prior arrangements must be confirmed, and such charges will be applied to the credit card.

Any packages received and held more than 3 days will be charged a holding fee of \$5.00 per package per day beginning on the fourth day.

Any packages received and held for more than 10 days will be returned to the sender.

Shipping Address:

Southbank Hotel at Jacksonville Riverwalk

Attn: Attendee Name – Company Name – Arrival Date

2024 FABI Annual Conference

1515 Prudential Dr.

Jacksonville, FL 32207

***If your Attendee Name, Company Name, and Arrival date do not fit within the maximum characters allotted on the online shipping form, please use a Sharpie Marker to write your company name and arrival date on the top of the box in clear, legible, bold writing.**