Exhibitor Information

Welcome to New Orleans and the Royal Sonesta Hotel. In order to facilitate your participation in the 76th Annual Shock and Vibration Symposium, please note the following:

SHIPPING INFORMATION

Packages for meetings may be delivered to the hotel three (3) working days prior to the date of the function. The following information must be included on all packages to insure proper delivery:

1) Your name (or name of the on site contact) and Company name
2) Conference name
3) Attention: Banquet Department
4) Dates of the function.

There is a $3.00 per package receiving fee as well as a $3.00 per package shipping fee. These fees will be charged to the credit card number on file or to your sleeping room.

EXHIBIT INFORMATION

The exhibits will be housed in the Evangeline Suite, located on the first floor of the hotel.

Each exhibit area will have one 6'x30" topped and skirted table and chair. Electricity is available. Flip charts are available at $20.00 each. Surge protectors/power strips are available at $15.00 each. Extension cords @$10.00 each. Additional audiovisual is available through our A/V Department.

Please note that nothing may be attached to any wall, floor, ceiling, etc. with staples, nails or any other substance in order to prevent damage to the fixtures or furnishings. Easels are available at no charge.

Upon completion of the conference, if you will be shipping via FedEx or Airborne, please complete your shipping form and attach your shipping labels to the shipment. Our Banquet Department will take care of shipping these for you.

If you will be shipping via UPS, please contact UPS directly and advise them that you have a pick up at the Royal Sonesta Hotel.

If you have any additional questions, please do not hesitate to contact Jackie Frashier, Conference Services Manager at (504) 553-2203 or jfrashier@royalsonestano.com.

Thanks again for your participation and welcome!

Royal Sonesta Hotel
300 Bourbon Street
New Orleans, Louisiana 70130