

# SHIPPING OUT PROCEDURE

- Package and label all your boxes
- Call your carrier and schedule a pickup form the following address:  
Hilton St. Petersburg Bayfront  
333 First Street South  
St. Petersburg, FL 33701
- Leave your package in the event space (vendor area) prior to the end of the function
- The Hilton Team will move the Packages to the loading dock promptly at the end of the function, any boxes not labeled or without previous instruction will be considered trash.