



Exhibitor Information Sheet- Marriott Sable Oaks

Before arrival:

Vendors may ship boxes to hotel no sooner than five business days prior to event date- please use labeling instructions below to ensure proper handling/storage for your group conference:

Portland Marriot Sable Oaks

“MANA Conference Oct 11-13”

“Name of company/booth”

Attn: Sonja Mesley

200 Sable Oaks Drive

South Portland, ME 04106

Day of Set up:

All boxes shipped to hotel with correct labeling instructions will be delivered to each vendor table for the assigned vendor set up times. If your package is not at your vendor booth- please see the front desk with your shipping confirmation/tracking information for the hotel to look for.

Upon Departure:

All vendors are required to box up and call in or schedule their own pick up for package shipments. Hotel staff cannot do this for you. Failure to schedule your pick up will result in delay at hotel which can delay shipping in an excess of up to five business days. Once package shipping has been scheduled, please label all boxes leave your boxes next to or on your vendors table and our staff will bring them to our shipping area for pick up.