

CONFERENCE DATES & LOCATION

March 25-27, 2024

Embassy Suites Orlando - Lake Buena Vista South
4955 Kyngs Heath Road | Kissimmee, FL 34746

NOTE: A limited room block is reserved at the hotel for a reduced rate until **February 19, 2024**. Please book your accommodations directly with the [hotel](#) as availability cannot be guaranteed.

SHIPPING DETAILS

Inbound Shipments: The Hotel's Package Room, maintained by the Bell Captain, is available for the receipt, holding and delivery of small packages to the guests occupying guestrooms and meeting space. All inbound packages will be weighed upon arrival and handling charges will be assessed to the guest's room or Master Account when they are delivered. The Package Room is not available to store exhibits, pallets or large crates. All packages must be pre-approved for delivery by the Convention Services Manager. Due to limited storage, no shipment will be accepted earlier than three (3) days prior to the event start date.

For package Pick-up, please proceed to the Bell Stand for assistance and a front desk agent will dispatch the proper person to deliver your package to the desired location. You may also call the Bell Stand at extension 4030.

Shipping Instructions: All materials must enter via the loading dock; it is not permissible to load/unload anywhere except the loading dock. Bringing materials in through the public entrances of the convention center is not permitted. Shipments should be addressed as follows:

Vendor Name (Recipient)
AWRA GWTC – March 25-27, 2023
c/o Embassy Suites
4955 Kyngs Heath Road
Kissimmee, FL 34746

Incoming / Outgoing Handling Charges:

<p>Package charges:</p> <ul style="list-style-type: none"> *\$5.00 per 24 LBS and under *\$10.00 per 25 LBS and over *\$25.00 Per 50 LBS and over *\$50.00 Per 100 LBS and over 	<p>Pallet charges:</p> <ul style="list-style-type: none"> *\$100.00 Per 200 LBS or less *\$150.00 Per 201 LBS to 400 LBS *\$200.00 per 401 LBS or more
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Storage Charges:

Under 3 days: Complimentary
Over 3 days: Box = \$ 5.00 per day; Pallet = \$ 50.00 per day

Set Up: SUNDAY, MARCH 24 from 2:00 PM – 5:00 PM

Show Hours: MONDAY, MARCH 25 from 8:00 AM – 3:30 PM
& 5:00 PM – 6:30 PM
TUESDAY, MARCH 26 from 8:00 AM – 3:30 PM
WEDNESDAY, MARCH 27 from 8:00 AM – 1:30 PM

Breakdown: WEDNESDAY, MARCH 27 | 1:30 PM

Questions? Contact: Dresden Farrand at dresden@awra.org.

