



SHIPPING INSTRUCTIONS PORTLAND

Please ensure Inbound Shipments are labeled as follows:

Embassy Suites by Hilton Portland Washington Square
Next Gen MSP Tour
ATTN: Exhibitor Company Name / Exhibitor Guest Name
9000 SW Washington Square Road
Tigard, OR 97223

Please Note:

Due to limited storage, we ask that items arrive no earlier than 3 days prior to Exhibitor Load In.

Handling Fees:

All shipment items received by the Hotel will incur a standard per piece handling charge.

\$50.00	Handling of more than 4 boxes
\$5.00	Outbound Shipments