



TEXAS ASSOCIATION OF BENEFIT ADMINISTRATORS

TABA 2024 Spring Conference Shipping Instructions for Exhibitors

Please address all packages to be shipped to Hotel as follows:

HOUSTON MARRIOTT SUGAR LAND HOTEL
TEXAS ASSOCIATION OF BENEFIT ADMINISTRATORS
TABA 2024 SPRING CONFERENCE
YOUR COMPANY NAME
****ATTENTION GREGORY THACKER****
16090 City Walk
Sugar Land, Texas 77479
Box 1 of ____

The Houston Marriott Sugar Land Hotel does not charge for incoming or outgoing shipments, but please note the following:

- Please label all boxes 1 of 4, 2 of 4...ect.
- Exhibitors are responsible for tracking their own packages, providing their own shipping return labels and also make the necessary calls for pickup of their shipments.
- Items cannot be received more than three (3) days prior to the function. Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8:00 am-2:30 pm, Monday through Friday.
- The Hotel does not accept any liability for equipment, goods, displays or other materials, which arrive or fail to arrive at the hotel. The Group is responsible for insuring its property for loss or damage.