



**Exhibitor Shipping Information/Set-up & Take Down**  
Pan Pacific Microelectronics Symposium and Tabletop Exhibition  
January 26-28, 2010

Please see the information on shipping your materials for the Pan Pac Exhibition. If you have questions don't hesitate to get in touch with me (Gayle: 540-763-2191; [gayle@smta.org](mailto:gayle@smta.org)).

-----**Shipping Instructions & Handling Fees**-----

**INCOMING**

If you are sending materials to the hotel for use in a banquet room, please ship to arrive no earlier than three (3) days prior to the event. Items must be labeled as follows:

SMTA Pan Pac  
Attn: *(your company name and on-site contact)*  
c/o The Sheraton Kauai Resort  
2440 Hoonani Road  
Koloa, HI 96756  
Hold for: SMTA Pan Pac, January 26-28, 2010  
Box(es) \_\_\_\_ of \_\_\_\_ (Multiple boxes MUST be numbered)  
Sheraton Resort Contact: Kristin Figueira, Catering/Convention Service Manager

**NOTE Handling Fee:** Box deliveries will be assessed a handling fee of \$10.00 per box and this fee is determined by weight. These charges will be posted to the SMTA Master Account. If your company incurs this handling charge SMTA will issue your company an invoice following the event.

**OUTGOING**

You are responsible for completing UPS shipping forms for return shipments. A handling fee will be charged for outgoing shipments. Please see note above for concerning the handling fees which includes both incoming and outgoing shipments.

----- **Set-up and Tear Down Information for Pan Pac Exhibitors** -----

**Exhibits will be in Poipu I and II Ballrooms**

**Set-Up:** 9:00-11:00AM, Tuesday, January 26

**Tear Down:** 11AM, Thursday, January 28