

# AI Summit West

FEBRUARY 15-16, 2023 | Hotel Kabuki

## SHIPPING INFORMATION

RE • WORK

WEBSITE: [HTTPS://AI-SUMMIT-WEST.RE-WORK.CO/](https://ai-summit-west.re-work.co/)

EMAIL: [BECCA.BRITT@CORINIUMGROUP.COM](mailto:BECCA.BRITT@CORINIUMGROUP.COM)

## SHIPPING INFORMATION

Please schedule your packages to arrive no earlier than 3-4 business days (February 8) prior to the start of the event.

[Suggested format for shipping label \(and printable version on page 4\):](#)

ATTN: Angelica Lee & Becca Britt  
Event: REWORK AI Summit West - February 15-16, 2023  
Company Name: ENTER YOUR COMPANY NAME HERE  
Hotel Kabuki - Imperial Ballroom A  
1625 Post St.  
San Francisco, CA 94115

Once you have your tracking numbers, please send them to Becca Britt in case we need to assist with locating/tracking at the venue. Tracking numbers are due to Becca by Thursday, February 9.

## RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. Once the event is over, your team will be responsible for packing up your booth/exhibit.

Your team will be instructed to leave any outgoing shipments on the table of your exhibit after scheduling a pick-up with your shipping provider to be picked up at the hotel's shipping room. The hotel will bring your packages to the shipping room on your behalf. These must be sealed and with a completed pre-paid shipping label.

Any questions, please feel free to reach out to [Becca.Britt@coriniumgroup.com](mailto:Becca.Britt@coriniumgroup.com)

## SHIPPING & HANDLING FEES

There are shipping and handling fees associated with all incoming and outgoing packages that exceed 50 pounds. If you are having larger items delivered, the venue does have a loading dock available.

Shipping and handling fees will need to be paid on-site.