



Dear Exhibitor,

We are looking forward to the upcoming Field Leadership Summit! If your shipment includes perishable items, please plan to ship these items directly to the hotel. We do not recommend shipping perishable products to our Orlando warehouse in advance, as the warehouse environment can become too warm and may not be suitable for temperature-sensitive items.

Direct Shipment to Exhibit Site

GES

Field Leadership Summit

Exhibiting Company Name

Booth #

Orlando World Center Marriott

8701 World Center Drive

Orlando, FL 32821-6358

Direct Shipment Receiving Dates & Times:

Wednesday, September 23, 2026: 8:00 AM – 5:00 PM

Thursday, September 24, 2026: 7:00 AM – 9:00 AM

Please ensure that any perishable items are scheduled for delivery during the receiving dates and times listed above.

Thank you for your attention to this important shipping requirement. We look forward to a successful event!