

Shipping Instructions for Dover Downs

- Packages should arrive no earlier the 5 business days prior to conference.
- Clearly mark on the box the name of the conference and the conference date.
- DO NOT SHIP TO YOUR ATTENTION!
- All boxes should be sent to the attention of Patty Dail/ Conference Services Manager.
- Packages sometimes go missing! Be sure you have the tracking # in case we need to find the missing packages.

Send To:

Dover Downs Hotel and Casino

1131 N. Dupont Highway

Dover Delaware 19901

Attn: Patty Dail

Name of Conference

Date of Conference

If you send you packages this way they will be where you need them when you arrive.

Returning Packages

At the end of your event Dover Downs will determine where you will need to leave your packages to be shipped out. It will be somewhere in the vicinity of your show. This is what you will need to do to ensure your packages arrive at the next location:

- Tape and secure all packages being shipped
- Secure you pre-paid label onto the package
- Clearly have your packages marked. If it is fragile please mark the box.
- Put packages in designated area TBD by Dover Downs
- Our crew will pick up and bring to the mailroom.
- UPS and Fed Ex do not have guaranteed times of pick up. If it is urgent to get to the next location. Please take the packages with you and drop off at the nearest shipping location.

Thanks so much,

Patty Dail | Convention Services Manager

Dover Downs Hotel & Casino

1131 N. Dupont Highway | Dover, DE 19903

Phone: 302-857-2105 | Cell: 302-747-6404 | Fax: 302-857-2198

Email: pdail@doverdowns.com