



**Southwest Design and Display Advanced Warehouse:
1310 Jackman St. Benton AR 72015**

(501) 376-9114 Office@southwestdd.com www.southwestdd.com

AHCA Conference 2023 at the Hot Springs Convention Center

Accessories and freight orders can be placed online at www.southwestdd.com under the vendor forms tab.

Orders must be placed by April 14, 2023

Freight can arrive at our office starting March 1, 2023, and no later than April 18, 2023. Shipping hours are Monday-Friday 8am to 3pm.

Freight instructions:

When placing the freight order please select "crated/palletized" (in a crate on a pallet or one rolling box) or "Special Handling" (individual boxes or anything that requires special loading/unloading). You must enter how many units of freight we should expect and the total weight.

Freight should be labeled with conference name "AHCA" and your company name as it appears on your booth sign. You do not have to enter your booth number.

If return freight is ordered please package contents at the conclusion of the conference, tape up, and attach your return shipping label. **Southwest Design DOES NOT provide return labels or schedule pickups.** Leave the freight in your booth and Southwest Design will collect it at the end of the conference.

Exhibitors are responsible for scheduling the pickup of the freight from Southwest Designs office 2 business days after the conclusion of the conference.

To receive a paper vendor order packet please email office@southwestdd.com and request one.

If you have any questions, please contact Amanda at (501) 376-9114 or office@southwestdd.com