



EXHIBITOR PACKET

THANK YOU FOR YOUR SPONSORSHIP OF THE CSU AOA 2026 ANNUAL CONFERENCE!

Your Exhibitor Packet contains all of the information and service order forms to ensure a successful conference.

The **Marriott Oakland City Center** is pleased to assist you with conference coordination, including your package needs and has provided instructions for shipping, setting up your exhibit and breaking down. Please contact the Marriott Events Manager for assistance.

Contacts:

Xenia Patrick Lanier

Senior Events Manager Oakland Marriott City Center
Oakland Convention Center
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AOA Business Partner Manager

Richard Chester – AOA Business Partner Manger
richardmchester@gmail.com
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EXPO INFORMATION:

1. The following items will be provided:
 - a. one or two six-foot table(s) - based upon sponsorship level
 - b. one tabletop cover (black)
 - c. two chairs
 - d. basic electrical
 - e. wireless internet access

Any special needs beyond this will need to be requested using the Convention Center order form below.

1. BOOTH/TABLE ASSIGNMENTS

- a. Final room layout and table numbers will be provided early **December 2025**.
- b. Each table will be numbered with the Business Partner Name on the table(s)

2. Business Partner Expo Set-Up (Exhibit Hall East)

- Sunday, January 11th 9:00 am- 3:00 pm

NOTE: All Business Partners must be set up by 3:00 pm on Sunday, January 11th

3. Upon arrival at the conference center Expo (Exhibit Hall East), please visit the AOA Business Partner Registration Desk first to check in, confirm your table assignment, and pick up important conference materials. **Registration is located in the Grand Ballroom Lobby.**
4. If you (or your organization) completed and submitted the Marriott Shipping & Handling Form, then your shipments will be at your table. If you are missing a package, please visit the AOA Business Partner Desk to let them know and they will contact the hotel staff.
5. If you are driving in and want to unload at the conference center, you can unload at the rear doors of Exhibit Hall East at the Clay street loading dock
6. Business Partner Expo Move-Out – Monday, January 12th 4:00 pm – 5:00 pm
 - All items that need to be shipped by the Hotel must be left in the Expo on your table, sealed with an outbound shipping label. The hotel package room will move them to the loading dock for outbound shipping.
7. The Hotel Bell Desk **will not** be able to assist with inbound or outbound shipments.

AV - ADDITIONAL EQUIPMENT

Order your special power, AV or equipment here: [Encore AV Order Form - AOA Annual Conference](#)

SHIPPING AND RECEIVING INFORMATION:



SHIPPING AND RECEIVING INSTRUCTIONS FOR OAKLAND MARRIOTT CITY CENTER AND OAKLAND CONVENTION CENTER

SHIPPING INSTRUCTIONS:

C/O First Name, Last Name
Company Name or (Booth or Room number)
Contact Phone
1001 Broadway
Oakland CA, 94607

RECEIVING/ HANDLING/STORAGE INFORMATION

Envelopes	\$5.00
1 to 10 LBS	\$10.00
10.1 to 20 LBS	\$20.00
20.1 to 30 LBS	\$30.00
30.1 to 75 LBS	\$50.00
Pallets	\$200.00

All packages accrue a dollar amount if held by the hotel more than four days before the start of the event or after the end of the event. Please be aware that if you choose to use your own courier or moving service, package handling fees from our on-site service still apply.

PICK UP / DELIVERY INFORMATION

- 30.00 per package, per move/location change - weighing 1 to 30 LBS.
- \$50.00 per package, per move/location change - weighing 30.1 to 75 LBS.
- \$75.00 per package, per move/location change – weighing 75.1 to 100 LBS (Non- Palletized)
- \$200.00 per pallet or freight item, per move/location change

A premium fee of \$25.00 per package will be applied to all last-minute deliveries made with less than 48-hour notice. These fees are in addition to the regular package handling fees:

If a drayage company is handling the event, please contact your drayage company for delivery. If your package has been delivered to the hotel, please contact your Event Manager for delivery. Delivery fees apply.

OUTBOUND PACKAGES

All outbound packages must be arranged for pick up – Do not leave packages in your booth.

ALL OUTBOUND PACKAGES MUST HAVE A PREPAID SHIPPING LABEL. Packages not picked up after four business days will incur additional storage fees based on original storage pricing. Handling fees for inbound and outbound are listed above. If a package is left without a pre-paid shipping label, it will be held following our Lost & Found policy for 30 days and will be discarded if not claimed.

OAKLAND MARRIOTT CITY CENTER AND CONVENTION CENTER
1001 BROADWAY
OAKLAND CA 94607
(510) 466-6400

A \$5.00 charge, plus applicable taxes (currently 10.25%) of the package handling fee is distributed to the employee providing the service. The remaining amount is considered a House Charge. The House Charge is not a tip or service charge for employees or Banquet Managers. The House Charge is retained by the hotel and is used to offset administrative costs, utilities, equipment and other expenses. All prices are subject to applicable taxes (currently 10.25%).

BUSINESS PARTNER IMPORTANT DATES & TIMES:

- Conference Registration Open (Grand Ballroom Lobby)
 - Sunday, January 11th 9:00 am – 5:00 pm
- Business Partner Expo Set-Up (Exhibit Hall East)
 - Sunday, January 11th 9:00 am- 3:00 pm

NOTE: All Business Partners must be set up by 3:00 pm on Sunday, January 11th

- Conference Opening and Keynote Speaker - (Exhibit Hall East)
 - Sunday January 11th 3:00 pm – 4:30 pm
- Expo Grand Opening (East Hall)
 - Sunday January 11th 4:30 pm – 6:30 pm
- Networking Reception (Exhibit Hall West)
 - Sunday January 11th 6:30 pm – 8:30 pm
- Business Partner Luncheon (West Hall)
 - Sunday January 12th 12:00 pm – 1:15 pm
- Expo Hours:
 - Sunday January 11th 4:30 pm – 6:30 pm
 - Monday January 12th 10:30 am – 12:00 pm and 2:30 pm – 4:00 pm
- Business Partner Expo Move-Out
 - Monday January 12th 4:00 pm – 5:00 pm
- Business Partner Breakfast Round table- Join us for a discussion about doing business with AOA and the CSU
 - Tuesday January 13th 7:30 am - 8:45 am

HELPFUL TIPS:

- a. All unpacking and setup are the responsibility of the Business Partner. Storage space is available, but limited, please store boxes under your table. If you require additional storage, please visit the AOA Business Partner Desk for assistance.
- b. The Hotel does not provide forklifts, dollies, or flat beds for guest use. If you need assistance moving an item into the Expo, please check with the AOA Business Partner Desk and they will contact hotel staff.
- c. Stay connected with the AOA Community through our **social media!** You can follow us on [LinkedIn](#), [Facebook](#), [Instagram](#), and our [website](#).