

Table-Top Information

Shipping

Address materials as follows...

Attn: Guest Name/
Arrival Date

Embassy Suites Hotel Lake Tahoe
4130 Lake Tahoe Blvd
South Lake Tahoe, CA 96150

**Note: Schedule materials to arrive on
7/21 or later (NO EARLIER than 7/21).**

**Hotel charges \$10 per item handling
fee (charged to individual guest)**

Materials On-Site...

Pick-up shipped materials
from bellman's desk.

Table Assignment

Tables will be numbered by 8:00 am on
Monday (7/26).



Provided:

6ft draped table w/2 chairs; electricity;
(3) name badges; pre & post-conference
attendee roster.

For additional needs, power strips, internet
access, monitors, etc. (fees will apply),
contact...Tiffany Zabaglo, Director of
Group Services & Catering, Embassy
Suites Lake Tahoe, (530) 543-2119 or
tiffany.zabaglo@hilton.com

On-Site Staff Contact

Debra Kurtti,
Education Meeting Planner, QCHF
(916) 441-6400 x215;
e-mail: dkurtti@cahf.org

Schedule MONDAY, July 26

Set-Up

8:00 am - 10:00 am

SHOW

10:00 am - 2:00 pm (or until end of
afternoon break @ 4:10 pm)

Dessert Delights

1:00 pm - 2:00 pm

Move-Out

2:00 pm - 4:00 pm

