VENDOR SHIPPING INSTRUCTIONS

2026 Smoky Mountain Symposium

Please use the following instructions when shipping exhibit materials to and from the Smoky Mountain Symposium. **Be sure your company name and onsite contact information are clearly included on every box of your shipment.**

SHIPPING TO THE HOTEL

The Ramsey Hotel & Convention Center

3230 Parkway

Pigeon Forge, TN 37863

c/o: YOUR COMPANY NAME

Attn: YOUR ONSITE CONTACT NAME

Phone: YOUR ONSITE CONTACT PHONE NUMBER

Important: Do not address your shipment to Encore Healthcare or to an individual Encore Healthcare team member. The c/o line should identify your company and your onsite contact so hotel staff can match packages to the correct exhibitor.

RETURN SHIPPING PROCEDURE

1. Pack and seal all return-shipping boxes and attach your completed FedEx or UPS return labels.
2. Take your labeled boxes to the front desk at The Ramsey.
3. Leave the boxes with the front desk manager. Hotel staff will facilitate pickup with FedEx or UPS.
4. Please do not leave unlabeled boxes in the exhibit hall or meeting space.

QUESTIONS?

Joe Kalis

jkalis@encorehc.com | 931-229-0642