

**2023 UVCA Spring Convention
Load In/Out Information
(Updated 3-1-23pg)**

LOAD IN

Vendors can load in and out at the “Meeting Center” entrance at the front of the hotel located at:

Hilton Richmond Hotel & Spa/Short Pump
12042 West Broad Street
Richmond, VA 23233
Phone: 804-364-3600
Fax: 804-525-6098

There is NO loading dock and NO pallet jack. All items need to come on a truck that has its own lift.

LOAD OUT

The Hilton Richmond Hotel & Spa/Short Pump will assist with outgoing packages. Clients need to bring items to be shipped out back to the Front Desk and arrange pick up with FedEx / own shipping carrier.