

## Columbus Embassy Suites Venue Information

### Hotel Contact

Molly Stevenson – Sales & Catering Manager

Direct: 614-602-0110

Email: [molly.stevenson@hilton.com](mailto:molly.stevenson@hilton.com)

### AV Contact

For AV rental please contact -

Molly Stevenson – Sales & Catering Manager

Direct: 614-602-0110

Email: [molly.stevenson@hilton.com](mailto:molly.stevenson@hilton.com)

Curtis Myers

614-602-0123

[Curtis.myers@hilton.com](mailto:Curtis.myers@hilton.com)

### Rooms

Dublin AB Vendors

Dublin DC Attendees

### Room Block

Each individual will make his or her room reservation by calling 800-220-9219 or through a group booking link; all reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. If a guest does not cancel a reservation within forty-eight (48) hours before the guest's check-in date, then Hotel may charge the credit card one night's room fee plus any applicable taxes.

Congratulations! Your attendee website is now live and ready to share. With this unique link, all your attendees can reserve their rooms within the room block using your exclusive group rate.

**Your attendee website is:**

<https://www.hilton.com/en/attend-my-event/futureconconference-912/>

*Group Name: FutureCon Conference 2023*

*Group Code: 912*

*Central Reservations Number: 800.220.9219*

As a reminder, RESERVATION DEADLINE is WEDNESDAY, September 13, 2023 at 11:59:59PM.

## Parking

Complimentary guest parking

## SHIPPING INSTRUCTIONS

### Incoming Packages

Address to the attention of your organization's on-site contact for the function and marked with the name and date of your function.

Shipping Address: Embassy Suites Columbus Dublin

5100 Upper Metro Place Dublin OH 43017

Boxes must be numbered (ex. 1 of 3)

Label all Packages: HOLD FOR FUTURECON

Due to limited storage space, we request that shipments not arrive any earlier than 2 days prior to the group arrival. Deliveries may be received Monday-Friday, 8am-5pm.

### Outgoing Packages

Seal, label and make arrangements for next day pick up and leave on your table. All outbound shipments from the hotel must be arranged by the on-site contact.