

ITG SHIPPING/RECEIVING/STORAGE

ADDRESS:

Joe Smith, i.e. (Name of person and company of who will claim shipment)
Hyatt Regency Orange County
11999 Harbor Blvd.
Garden Grove, CA 92840
(ITG Conference)

The Hotel's receiving entrance is open Monday-Friday.

ALL MATERIALS being sent to the hotel **MUST** be marked as follows:

1. Complete Return Address
2. Number of Boxes (Place a Sticker or Write on Box Ex. 1 of 2, 2 of 2, etc)

Packages received will be charged to each registered hotel guest. Fees are as follows:

- \$10 per box for 0-20 pounds
- \$20 for 21-30 pounds
- \$30 for 31-50 pounds
- \$50 for 51-100 pounds
- \$100 per box for over 100 pounds
- \$150 per pallet/crate

All materials after the show must be packaged, labeled, scheduled, and ready to ship. Hotel staff will pick up ready to ship items and move to shipping and receiving area.

All materials being shipped to the hotel **MUST** arrive between May 22-24. If they arrive earlier, shipment may be declined. Keep in mind that Monday, May 27th, is a holiday and no shipments will be delivered. Plan accordingly. Any materials left on hotel property for more than 3 days after the event's conclusion will be shipped to the contacts' address marked C.O.D.