

## 2025 ITG Exhibitor Shipping Information

Items that are shipped to the ITG Conference are to be addressed to the Exhibitor Company at the address below:

**University of Utah School of Music  
ITG Conference  
[Exhibitor Name or Company Name]  
1375 E Presidents Circle, Room 204,  
Salt Lake City, UT 84112**

- For multiple shipments, please note the number of boxes on the shipments. (Ex. 1 of 2, 2 of 2, etc.)
- Make sure a return shipping address is correct and visible on each box.
- Shipments will be placed in the exhibitor's assigned exhibit space and table area by conference staff prior to the exhibitor's arrival.
- All materials being shipped to the University **MUST** arrive between May 21-23.
- **Note:** Monday, May 26th is a holiday and no shipments will be delivered.
- After the conference, all materials are to be packaged, labeled, and ready to ship.
- Conference Staff will move all ready-to-ship items to the receiving area and University shipment services will take care of return services.

For questions or concerns regarding your shipments or other exhibitor inquiries, please contact Anthony Salabarría at [assistconfdir@trumpetguild.org](mailto:assistconfdir@trumpetguild.org).