



**AAPG Eastern Section Meeting
Kalamazoo, Michigan
September 25 – 29, 2010**



FREIGHT HANDLING INFORMATION

INBOUND SHIPMENTS

All shipments to be received no more than 3 days prior to event. Please check with the Banquet Manager, **Brandie Bisig at 269.226.3179**, or the front desk upon arrival to confirm delivery of items to your booth.

Any Boxes or Skids that arrive more than 3 days prior will be charged a storage fee of \$3.00 per box/ per day and \$20.00 per skid/ per day.

***If you will be shipping more than 10 boxes to us, please contact the Convention Services Manager, Brandie Bisig at 269.226.3179, so we can coordinate proper storage space for your materials.**

WHERE TO SHIP

Please label EACH PIECE per example below:

TO: AAPG EASTERN SECTION MEETING BOOTH # _____
 C/O RADISSON PLAZA HOTEL & SUITES
 100 W. MICHIGAN AVENUE
 KALAMAZOO, MI 49007
 Number of boxes (i.e. 1 of 2)

OUTBOUND SHIPMENTS

Each exhibitor will have a welcome letter upon arrival to their booth. If a vendor requires that their materials be shipped out after the show, please make sure that they contact their Banquet Manager, **Brandie Bisig at 269.226.3179**, to make those arrangements in order to ensure materials will be shipped in a timely manner.

PLEASE NOTE:

Radisson Plaza Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the hotel. The group or individual is responsible for insuring its property of loss or damage.