

Shipping Materials Form

FROM:

Name of Sender _____

Name of Company _____

Phone Number _____

TO:

Name of Recipient IAL Book Store _____

Name of Event IAL Conference _____

Event Date January 15 – 18, 2009 _____

Hotel Contact Claudia Wells _____

Number of Boxes _____ **Box** _____ **of** _____

Materials shipped to the hotel prior to arrival/event require this form attached to the side of each box. Due to limited storage space we can only accept boxes within three days of arrival/event date.

Guests are responsible for shipping their materials out of the hotel. Please provide shipping labels and packing tape for your on-site contact. If you are using a company other than Federal Express or UPS, please call your shipper and make arrangements for pick up.