

SHIPPING PLAN

Please follow the instructions to ship materials to Baltimore, Maryland for the 2007 NARPM Annual Training Conference to be held from May 21 through 25, 2007.

- All materials **must arrive at the Radisson Plaza Lord Baltimore Hotel between Wednesday, May 16, 2007 and Friday, May 18, 2007.**
- To ship your materials:
 1. Please use the attached mailing label. The label provides the address of the Radisson Plaza Lord Baltimore Hotel and a blank for you to write in the exhibit's name for which you are shipping materials.
 2. Copy the mailing label on white paper and attach a label to each box. **It is very important that you attach the mailing label in an easily visible place on the package.**
 3. Indicate on the mailing label the total number of boxes shipped for each exhibit (for example, mark the label Box 1 of 3, 2 of 3, and so forth).
 4. To ensure that all materials have arrived at the hotel, please forward the following information to Amanda Fairley by e-mail at amanda.fairley@ttemi.com or by fax at (703) 391-5876 no later than Friday, May 18, 2007:
 - The total number of boxes shipped.
 - A point of contact to be called on Friday, May 18, and Saturday, May 19, if the boxes do not arrive at the hotel.
 - The tracking number(s) or shipping receipt(s) and the name of the shipping company for each box.
- If you are shipping materials to the 2007 NARPM Annual Training Conference for which you plan a return shipment, you will be responsible for packing those materials on site and paying the shipping costs. Please be sure to pack return shipping labels; those labels should include your account number.

Thank you for following the shipping plan.

Please contact Amanda Fairley at (703) 390-0656 or by e-mail at amanda.fairley@ttemi.com if you have any questions about the shipping plan.

Ship all materials to:

**Radisson Plaza Lord Baltimore Hotel
20 West Baltimore Street
Baltimore, Maryland 21201
(410) 539-8400**

**Hold for: U.S. EPA NARPM Annual Training
Conference**

Resource Area Exhibit: _____

Box _____ of _____