

TECH ZONE SHIPPING PLAN

Please follow the instructions to ship materials to San Diego, California for the 2008 OSC Readiness Training Program to be held from February 4 through 7, 2008.

- All materials must arrive at the Holiday Inn San Diego on the Bay between **Wednesday, January 30, and Friday, February 1, 2008.**
- To ship your materials to the hotel:
 1. Please use the attached mailing label. The label provides the address of the San Diego Holiday Inn On The Bay and a blank line to fill in the name of your exhibit.
 2. Copy the mailing label on white paper and then attach a label to each box. **It is very important that you use white paper only for the mailing label, and 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 your 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 Carolyn Pitera by e-mail at carolyn.pitera@ttemi.com or fax at (703) 391-5876 no later than Friday, February 1, 2008:
 - The total number of boxes shipped.
 - A point of contact to be called on Friday, February 1, and Saturday, February 2, 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 2008 OSC Readiness Training Program 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 you will need; those labels should include your account number. **For security reasons, each box and/or container sent from the Holiday Inn must have its own shipping label. Please do not use one tracking number for multi-piece shipments.**

Thank you for following the shipping plan.

Please contact Carolyn Pitera at (703) 390-0621 or by e-mail at carolyn.pitera@ttemi.com if you have any questions about the shipping plan.

Ship all materials to:

Holiday Inn San Diego on the Bay

1355 North Harbor Drive

San Diego, California 92101

(619) 232-3861

**Hold for: OSC Readiness Training Program
Tech Zone**

Exhibit Name: _____

On Site Point of Contact: _____

Box _____ **of** _____