



# 13<sup>th</sup> Annual OSC Readiness Training Program

February 1-4, 2010 | Orlando, Florida | [www.oscreadiness.org](http://www.oscreadiness.org)

## SHIPPING PLAN

Please follow the instructions to ship materials to Orlando, Florida for the 13<sup>th</sup> Annual OSC Readiness Training Program to be held February 1 through 4, 2010, at the Wyndham Orlando Resort.

ALL MATERIALS MUST ARRIVE AT WYNDHAM ORLANDO RESORT BETWEEN  
**WEDNESDAY, JANUARY 27, AND FRIDAY, JANUARY 29, 2010.**

### To ship your materials:

1. Use the attached mailing label. The label provides the address of the Wyndham Orlando Resort in Orlando, Florida and the name and date of the course, plenary session, presentation, exhibit, or meeting for which you are shipping materials.
2. Copy the mailing label on colored paper based on the color designated for your training day; then attach a label to each box.

Monday =	Blue
Tuesday =	Yellow
Wednesday =	Green
Thursday =	Pink
Friday =	Purple

**It is very important that you use the appropriate color for the mailing label and that you attach the mailing label in an easily visible place on the package.** To facilitate organization of the boxes on-site, a color has been assigned for each day of the week. For example, if you are shipping materials for use on Monday, February 1, copy your mailing label on blue paper. Use white paper for all materials to be used in the Tech Zone and Registration areas.

3. Indicate on the mailing label the total number of boxes shipped for each course, plenary session, or presentation (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, forward the following information to Alex Auman, Tetra Tech, Inc., by e-mail at [alex.auman@tetratech.com](mailto:alex.auman@tetratech.com) or by fax at (703) 391-5876 before Friday, January 29, 2010:
  - The name of your course, plenary session, or presentation.
  - The total number of boxes shipped.
  - A point of contact to be called from Wednesday, January 29 through Saturday, January 30, 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.
5. If you are NOT shipping any materials for your course or session, notify Alex so that the on-site team does not expect materials to arrive.
6. If you are shipping materials to the 2010 OSC Readiness Training Program for which you plan a return shipment, you are 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.
7. For security reasons, each box and/or container shipped from the Wyndham Orlando Resort must have its own shipping label. Please do not use one tracking number for multiple-piece shipments.

**Thank you for following the instructions of the shipping plan.**  
**Please contact Tetra Tech at (703) 390-0703 or by e-mail at [oscreadiness@tetratech.com](mailto:oscreadiness@tetratech.com) with any questions about the shipping plan.**



**Ship To:**

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**Wyndham Orlando Resort  
8001 International Drive  
Orlando, Florida 32819  
Phone: (407) 351-2420**

**Hold for: OSC Readiness Training Program**

**Getting the Job Done: A Workshop on Acquisition and  
Emergency Response Contract Management**

**Date: Tuesday, February 2, 2010**

**Time: 1:30 p.m. - 5:30 p.m.**

**Box \_\_\_\_\_ of \_\_\_\_\_**