



## TECH ZONE 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 of your exhibit or organization.
2. Copy the mailing label on white paper and then attach a label to each box or container **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, forward the following information to Austin Brett, Tetra Tech, Inc., by e-mail at [austin.brett@tetratech.com](mailto:austin.brett@tetratech.com) or by fax at (703) 391-5876 before Friday, January 29, 2010:
  - The total number of boxes shipped.
  - If a third party is shipping materials, indicate the name and location of the shipper.
  - 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.
  - If any of the boxes and or containers are oversized
5. 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.
6. 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 Tech Zone**

**Exhibit Name: U.S. EPA NHSRC**

**On Site Point of Contact: \_\_\_\_\_**

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