**SHIPPING INSTRUCTIONS**

**ANAC Conference**

**November 6 – 8, 2014**

**Hyatt Regency Miami – Miami, Florida**

**Please complete the following information to assist *ANAC & FLX/Viper Tradeshow Services* with receiving**

**your shipment and facilitating arrival at the hotel:**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Insert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quantity Shipped: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Boxes Shipped (Please note if shipped on a skid): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Weight:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Carrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Shipped: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tracking Number (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ship items**

**For arrival starting Monday, October 13 , 2014, and**

 **MUST arrive by Thursday, October 30, 2014to** **FLX/Viper Tradeshow Services**

**Advanced Warehouse**

**Delivery Information**

**ANAC/ (Show Management)**

**FLX c/o Viper Tradeshow**

**10992 NW 92nd Terrace**

**Bldg. in Rear (must be listed)**

**Miami, FL 33178**

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

**Must be delivered to FLX by: Thursday, October 30, 2014**

**\*All items not received by October 30th will not be in the bags & will be handed out at registration\***

**PLEASE FAX THIS FORM BACK AS SOON AS YOU SHIP**

**TO KATHY REIHL AT: FAX# (330-670-0109)**

**Materials must be received no later than Thursday, October 30TH**

***This form must be completed & sent to ANAC or we cannot***

***guarantee that your insert will be received and placed in the bag.***