



THE  
CONSORTIUM

**Shipping Information**  
**44<sup>th</sup> Annual Orientation Program & Career Forum (OP)**

Shipping Note: All packages must be pre-paid. The Hilton Bonnet Creek will refuse packages that are COD. Please keep a copy of the label along with your tracking # for your records. The Consortium will not be responsible for tracking packages.

Please use the appropriate label below when shipping your conference materials. Complete the areas highlighted in yellow. For your room assignments please reference the conference schedule at: <http://cgsm.org/op/OP2010.asp>

**MATERIALS FOR CONFERENCE EVENTS (NON CAREER FORUM)**

Shipments should be scheduled to arrive no earlier Thursday, June 10, 2010. When shipping materials to the Hotel, please include the following information on all packages to ensure proper delivery and storage:

<p><b>Please use yellow labels on your box(es) to denote your package is for a Consortium event</b></p>	<p><b>Hilton Orlando Bonnet Creek</b> <b>14100 Bonnet Creek Resort Lane</b> <b>Orlando, Florida 32821</b></p> <p><b>NAME OF GROUP:</b> <b>THE CONSORTIUM</b></p> <p>Hold for: <b>(Your Name and Company Name)</b></p> <p>c/o: Shaun Yates, Senior Events Manager</p> <p>Deliver to: <b>(Meeting Room's Name)</b></p> <p>On: _____ @ _____</p> <p>Box _____ of _____</p>
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Please note that all of your materials shipped into the Hotel and are subject to the following drayage charges:

Standard handling/processing charge assessed (based on weight) on all inbound /outbound packages and freight.

Weight/Type of Package Handling/Processing Fee

Envelope (up to 4lbs) \$3.00

Medium Box (5–20lbs) \$5.00

Large Box (21-70lbs) \$10.00

Golf Clubs \$15.00

Display Cases \$15.00

Pallets \$70.00 per 100lbs

**Questions: Please contact IKON Guest Parcels Center**

Hours of Operation

Monday –Friday: 7:00 am –7:00 pm

Saturday-Sunday: 8:00 am- 5:00 pm

(407) 597-3804

[Hilton.Waldorf@ikonbusinesscenters.com](mailto:Hilton.Waldorf@ikonbusinesscenters.com)

**MATERIALS FOR CAREER FORUM & PRIVATE INTERVIEWS**

IKON will not accept exhibit/booth materials the Career Forum and Private Interviews. You must ship all materials to our show decorator, Freeman.

**Warehouse Shipping Address:** Freeman will accept crated, boxed or skidded material beginning Monday, May 17, 2010 at the below address. Material arriving after Monday, June 7, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Please use blue labels on your box(es) to denote your package is for a booth in the Consortium's exhibit hall

Exhibit Company Name / Booth #  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman  
10088 General Drive  
Orlando, Florida 32824

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

**Show Site Shipping Address:** Freeman will receive shipments at the exhibit facility beginning Thursday, June 10, 2010. Shipments arriving before this date will be refused by the facility.

Exhibit Company Name / Booth #  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman  
14100 Bonnet Creek Resort Lane  
Orlando, Florida 32821

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