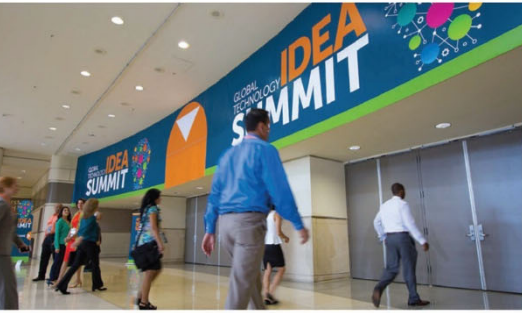


# Hello Attendees!

Help us make your event seamless!



## ➔ Address your packages correctly.

Help us stay organized by correctly addressing your packages as listed on the shipping form.

Ensure the name of the attendee receiving the package is listed. Booth numbers on the labels are encouraged.



(Guest Name)(Guest Cell Number)

(Event Name)

611 Commerce Street

Nashville, TN 37203

## ➔ Schedule a delivery to your booth.

Call us or visit us prior to your event and provide payment information to cover the required inbound and outbound hotel handling fees. A credit card authorization form must be filled out completely with your booth number included to ensure charges are applied to the appropriate exhibitor's credit card.

## ➔ We plan to pick them up too! --because no one likes to wait in line.

Just place your outbound labels over your old ones and keep your colored booth number sticker on each box.

Don't have an outbound label? Speak to a FedEx team member for assistance before the end of the event.

## ➔ You are all set!!!

No need to call for a driver.

We have regular FedEx & UPS pickups.

At the end of your event, receipts for all of your transactions will be emailed to the address(es) you have provided.

Questions? Please reach out to us at [usa2777@fedex.com](mailto:usa2777@fedex.com) or 615-238-0262.

You can also visit us on the 4<sup>th</sup> floor of the Renaissance Hotel.