



## 2010 U. S. Coast Guard ESO Symposium Shipping Identification Information

In an effort to minimize the loss or misplacement of materials that are shipped to the ESO Symposium site it is important that you use the form below to help identify your boxes. Due to the number of boxes shipped to this symposium it is imperative that we have your help in assuring their safe arrival and timely delivery. As an added precaution, it is recommended that your items be shipped via a commercial carrier, which utilizes a tracking system. It is advised that all the tracking numbers from your items are brought with you to the symposium (Shipping Information Form) to assist in delivery confirmation and information should it be necessary. If you have any shipping questions call **(405) 325-0751**. Thank you!

### Ship to:

**Name of Presenter /Session**  
**Attn: 2010 U. S. Coast Guard ESO Symposium**  
**Laurie Smith**  
**Embassy Suites Norman Hotel & Conference Center**  
**2501 Conference Drive**  
**Norman, Oklahoma 73069**  
**Tel: +1-405-360-8040**  
**Fax: +1-405-364-3377**



***Shipping & handling charges will apply for boxes shipped prior to 3 days of start of conference***

***Directions for Shipping and Distribution***

- 1) Fill out the Shipping Information form below and bring to the conference to help avoid delays in receiving materials.
- 2) Print or type the requested information on the box identification labels, on the next page, for each box in your shipment.
- 3) Photocopy the box identification labels on the different colors of paper according to the day:

**Exhibitors: Print labels on WHITE**  
Tuesday, August 24<sup>th</sup> **Day One sessions Workshop GREEN**  
Wednesday, August 25<sup>th</sup> **Day One sessions Workshop LIGHT BLUE**  
Thursday, August 26<sup>th</sup> **Day Two sessions on PINK**

### **You will need five (5) identification labels for EACH box you are shipping!**

- 4) Tape one on EACH of the four (4) sides of your boxes and one (1) on top of each box beside your shipping label.

*NOTE: These labels are in addition to your carrier's shipping label. Hint: If sending more than one box, try to use a carrier that treats your entire shipment as one box and not treat each box as an individual shipment.*

**Shipping Information – Bring this form to the conference with you!**

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Name of person who prepared shipment \_\_\_\_\_  
Shipped by (circle one): FedEx    UPS    Other: \_\_\_\_\_  
(#) of boxes shipped on (date – very important!): \_\_\_\_\_  
Tracking # \_\_\_\_\_  
To be claimed by \_\_\_\_\_  
Date and time of session: \_\_\_\_\_

## BOX IDENTIFICATION LABELS

(5 Labels per box= cut apart labels and put 1 on top and 1 on each side of box)

### 2010 U. S. Coast Guard ESO Symposium

This box is \_\_\_\_\_ of \_\_\_\_\_ boxes. **Important! Please fill in the number of boxes**

Please notify: \_\_\_\_\_

Day and date of presentation: \_\_\_\_\_

Name of session: \_\_\_\_\_

Session room name or number (if known): \_\_\_\_\_

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