

## October 2008 National Sales Conference

### *Shipping Information:*

We encourage you to have your product at the training in order to give the dealer salesperson the opportunity to "kick the wheels". It has been communicated to us that seeing and feeling the equipment is a better way to learn. To better assist you with your shipments, please complete the shipping form if you will be shipping equipment to the conference.

The Doubletree Hotel & Conference Center St. Louis will only accept **pre-paid packages**. Due to limited storage space, packages shipped to the hotel should be shipped to **arrive no sooner than Monday, October 20, 2008.**

Standard receiving days are Monday - Friday from 7am - 3pm.

Handling fees can be charged to your hotel room and are as follows:

1-5 Boxes	No Charge
6 + Boxes	\$ 2.00 per box
Standard pallet	\$50.00 per pallet

Note: The charge per pallet is subject to change depending on size and weight.

Shipments should be addressed as follows:

Doubletree Hotel & Conference Center  
Attn: Kim O'Hagen, Conference Services  
16625 Swingley Ridge Road  
Chesterfield, MO 63017

Mark Boxes: Hold for SEFA Meeting/ \*\*\*\*\*

\*\*\*Please indicate if you are a Coach, In-Depth trainer (In-Depth) or Feature Product Presenter, (FPP)

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

Note: All packages must contain all the information in the example above.

### *Return Shipment:*

You **MUST BRING YOUR OWN PACKING MATERIALS** i.e., shipping forms, labels and tape. Don't forget your Bill of Lading paperwork, FedEx or UPS account number for billing. You must re-crate your equipment and have all the proper paperwork attached. **Shipments must be scheduled for pick up no later than 24 Hours after the meeting to avoid storage charges.**