

October 2009 SEFA NATIONAL SALES CONFERENCE

In order to ship your equipment to the Crowne Plaza Hotel, this form must be complete and submitted to the SEFA office no later than Monday, August 31st.
Email completed forms to loretta@sefa.com or fax to 224-848-4061.

Vendor Name _____

Contact Person Attending Conference _____

Cell Phone # _____

Training session _____

(Coach or In-Depth)

Method of Shipment (Carrier) _____

Return handling _____

(i.e., shipping, dealer/rep pick-up, leaving with hotel, etc.)

Products and packages should be addressed to:

Crown Plaza Philadelphia/Cherry Hill
Attention: William King (HOLD FOR SEFA CONF)
2349 West Marlton Pike
Cherry Hill, NJ 08002

Mark Boxes: Hold for SEFA Meeting _____ ********

******Indicate if you are a (Coach) or In-Depth Trainer (In-Depth)**

Number of Pieces: Box, Skid, Crate: _____ of _____

What are you shipping?	Description of Shipment	Room Set-up	A/V & Electrical requirements
<i>(Ex. Steamer on stand, range on casters, smallwares, tabletop, literature, etc. Include dimensions of large equipment)</i>	<i>(Ex. 2 large crates, 1 oversized skid, # of boxes, etc. include dimensions of crates and skids.)</i>	<i>(i.e., U-shape, classroom, theater style, etc. include number of tables needed for displays.)</i>	<i>(Select the following by replying yes or no)</i>
			Flip Chart:
			Floor Screen:
			Projector:
			Note: Rental fees for projectors will be the suppliers responsibility.
			Voltage:
			Amperage:
			Phase:
			Use:

Please fax or e-mail this form attn: Loretta Ingham

Phone: 224-848-4060
 Fax: 224-848-4061
 E-mail Address: loretta@sefa.com

Note: Coaches/In-Depth trainers with large equipment must clear an opening of 7.5'h x 6.25'w. Small equipment or smallwares must clear an opening of 6.75'h x 3.33'w.