



## Shipping & Receiving Information for Exhibit Materials

### **Incoming-**

- All packages must be shipped prepaid
- Clearly marked with the name of the Convention
- Date of Meeting or Convention
- Name of the person for whom the package is being held
- Name of the Convention Service Manager servicing the group, Linda Wall
- Packages should not be sent to arrive more than 3 Business Days prior to the Event
- Boxes will all be delivered to exhibitor's booth location in the Sequoyah Ballroom

Please send exhibit materials to the following address:

**Exhibitor Name, Booth Number & Arrival Date**  
**CasinoFest 9 & Number of boxes (i.e. 1 of 4)**  
**ATTN: Linda Wall**  
**777 W. Cherokee Street**  
**Catoosa, OK 74015**

**Materials should arrive no earlier than Thursday, May 12, 2011 and no later than Monday, May 16, 2011.**

### **Outgoing-**

Exhibitors will need to follow the below information:

- Exhibitor will need to fill out their own labels
- Exhibitor will need to keep their copy of shipping information
- Exhibitor must pack their own boxes
- Exhibitor needs to notify Hard Rock Hotel & Casino Tulsa Banquet/Setup Staff that package is ready for pick-up @ 918.352.1142

Hard Rock Hotel & Casino Tulsa Staff will notify the warehouse that the box(es) are ready for pick-up. The exhibitor is responsible for calling FedEx, UPS, etc.