

2017 AACT National Technical Seminar

Shipping instructions for Supplier Table materials.

All packages must contain the following information:

1. Return Address
2. AACT, Oct 2-4, 2017, Prairie Ballroom
3. Box ____ of ____ [total number of boxes]
4. Tonya Morrison, Event Mgr
5. Name and Company of Person who will claim packages
6. Date of that person's arrival at the Hyatt (if staying overnight)

A handling fee will be assessed on all incoming and outgoing packages. The following charges will apply based on the total weight:

Up to 100 lbs. \$5.00 / package

Packages may be shipped to the Hyatt not more than one (1) week prior to the meeting (September 25, 2017).

The Hyatt can ship back the boxes after the event providing they are fully pre-labeled with UPS or FedEx prepaid label (charged to the sender's account).

Sample label:

AACT, Oct 2-4, 2017, Prairie Ballroom
Box 1 of 2
Recipient: John Doe, XYZ Company, Arrival Oct 2

The Hyatt Lodge
at McDonald's Office Campus
Attn: Tonya Morrison, Event Mgr
2815 Jorie Boulevard
Oak Brook, IL 60523