

# 2022 AACT National Technical Seminar

*Shipping instructions for Supplier Table materials.*

All packages must contain the following information:

1. Return Address
2. AACT, Oct. 17-19, 2022, Prairie Ballroom
3. Box \_\_\_ of \_\_\_ [total number of boxes]
4. Name and Company of Person who will claim packages
5. Date of that person's arrival at the Hyatt (if staying overnight)

A handling fee may 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 (October 10, 2022).

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 17-19, 2022, Prairie Ballroom  
Box 1 of 2  
Recipient: John Doe, XYZ Company, Arrival Oct 17

The Hyatt Lodge  
PRAIRIE BALLROOM  
2815 Jorie Boulevard  
Oak Brook, IL 60523