

Shipping of Exhibit Materials



Inbound Deliveries:

Please use the following guidelines so we may provide you with the timely receipt of your conference materials. You may contact your Event Manager for additional instructions or information.

Address all conference materials to:

Madden's on Gull Lake

11266 Pine Beach Peninsula
Brainerd MN 56401
HOLD FOR (name)
XYZ CONFERENCE
CONFERENCE DATES

Include on the label: Your name, the name of the conference you will be attending, and the conference dates.

Use any shipping agent/common carrier of your choice. Conference materials should arrive no earlier than one week prior to your conference. All shipments must be prepaid.

Deliveries are accepted Monday-Friday, 8am-5pm. Saturday deliveries will be accepted with prior notification.

Outbound Shipments:

For prompt return of all conference materials, we request the following:

1. Obtain a REQUEST FOR SHIPPING form from your Event Manager. Complete the form in its entirety.
2. Pack, seal and label all materials and attach the REQUEST FOR SHIPPING form.
3. Notify your Event Manager when all materials are ready for shipping and if you have made the pick up arrangements, or if shipping must be arranged by Madden's.

Payment:

Shipping charges may be billed to your personal shipping account, credit card, or your hotel guest account. Any shipping charges to the Master Account must be pre-authorized by the meeting planner.

Unclaimed Materials:

Conference materials left in meeting rooms after departure will be held for a period of one week before being disposed of.

Please Note:

Madden's on Gull Lake is not responsible for any delay in receipt or delivery of conference materials nor any special handling fees assessed by a carrier due to inadequate or improper labeling. Packages bearing insufficient destination information will be held for not more than 15 days, after which time it will be returned to originator 'freight collect'.

Madden's on Gull Lake assumes no liability for the condition in which a package is received.



Request for Shipping

Date _____

Destination

Name _____

Company _____

Address _____ Residential? _____

City _____ State _____ ZIP _____

Phone _____

From

Your Name _____

Conference Attended _____

Address _____

City _____ State _____ ZIP _____

Phone _____

SHIP VIA: UPS FedEx USPS Other _____

Method of Payment:

___ Personal Shipping Account Number _____

___ Hotel Guest Account Number _____

___ Master Account (only with prior approval) _____

Location of items at this time: _____

Madden's on Gull Lake is not responsible for any delay in receipt or delivery of conference materials nor any special handling fees assessed by a carrier, due to inadequate or improper handling. Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our warehouse for a period not to exceed 15 days and will be returned to originating shipper 'freight collect'.

