



## SHIPPING OUT AFTER THE 2010 PNBA FALL SHOW

Dear PNBA 2010 Show Exhibitors,

**PNBA cannot provide shipping service after the fall show in Portland.**

The Portland Airport Holiday Inn Hotel can help with either UPS or FedEx shipping. UPS will pick up prepared boxes, properly labeled and with proper charge information, between 3:30 – 4:00 pm each day. You must prepare each box yourself so that they are all ready for pick-up, and leave them after the show in an area designated by PNBA on site. Because the exhibits will close on Friday at 4:30 pm, boxes left that day in the designated area may not be picked-up by UPS until the following Monday. For FedEx accounts, you must prepare all boxes with the proper forms and charge information and leave them at the designated area on the exhibit floor. All FedEx shipments will be picked up on either Friday or Monday, as soon as FedEx staff arrives after receiving the hotel's call. PNBA will have FedEx and UPS shipping labels available at our registration desk, which you should pick up before 2:00 pm on Friday, October 8. **Neither PNBA nor the Holiday Inn Portland Airport Hotel can accept any responsibility for boxes left on site.**

**Any vendors who want to ship materials via freight will need to make your own arrangements for those shipments. Overnight storage of freight shipments cannot be guaranteed. Please contact Karen Chaney ([Karen.Chaney@jqh.com](mailto:Karen.Chaney@jqh.com)) for questions about freight shipments.**

Thank you for your attention to this issue.

Sincerely,

Thom Chambliss  
Executive Director

Larry West  
Executive Assistant

Brian Juenemann  
Marketing Director